Chapter

4

Food Instrument

Arizona AIM System

State Agency User Manual
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Table of Contents

Chapter 4 - Food Instrument Capabilities ***1***

Capabilities **1**
Purpose 1

General Description **2**
Track Current Status of Food Instruments 2
Consolidate Food Instrument Issuance Data 2
Check for Redeemed but Unissued Food Instruments 2
Maintain Valid Food Instrument Numbers 2
Maintain Valid Food Instrument Dates 2
Provide Not to Exceed Amount 2
Automated Voiding of Out of Date Food Instruments 2
Consolidate Issuance and Payment Information 3
Capture FI Rejection Information 3
Provide Food Instrument Status to Local Agencies 3
Provide Void Capabilities 3
Void Food Instruments 4
Administrative Un-void Food Instruments 4
Calculate Reasonable Obligation Value 4
Support Interface with Banking Services 5
Update Fiscal Intermediary Data 5
Provide Prompt Capture of Food Instrument Issuance 5
Provide Food Instrument Processing Data 5
Automated Edits 5
Reconcile Redeemed Food Instruments 6
Maintain Food Instrument Amount 6
Maintain Vendor Information 6
Produce Food Instrument and Bank Interface Reports 6
Produce Daily Food Instrument Log 6
Produce Rejected Food Instruments Reports 6
Produce Food Instruments Voided Report 6
Produce Food Instrument Issuance Report 7
Produce Food Instruments Paid Report 7
Produce Food Instrument Obligation Report 7
Produce Daily LA Posting Report 7
Produce Daily FI Bank Reconciliation Report 7
Produce Daily FI Bank Input Report 7
Maintain Food Package Data 8
Food Instrument Production On Demand 8
Print Food Instruments On Demand 8
Print Food Instruments for Multiple Months 8
Print Reduced Quantity Food Instruments 8
Print Food Instruments for Economic Unit/Client 8
Print Food Instruments In Advance 9
Batch Food Instrument Production and Pickup 9
Monitor Food Instrument Stock 9
Vendor Food Instrument Lookup 9
Monitor Food Instrument Issuance 9
Monitor Food Instrument Usage 9
Support Food Instrument Redemption Processing 9
Support Food Instrument Redemption Processing 10
Track Obligation Value 10
Provide Test Printing Capabilities 10

Description of Food Instrument Functions 12
Food Instrument Processing 13
Maintain Age Ranges 14
Maintain Category Groups 17
Maintain Container Types 20
Maintain Food Groups 23
Maintain Late Pickup Standards 31
Maintain Maximum Foods 34
Maintain Packages 37
Maintain Product Types 40
Maintain Standard Food Packages 43
Maintain Units of Measure 50
Maintain Bank Dispositions 53
Maintain Disposition Types 56
Maintain FI Reject Reasons 59
Maintain FI Void Reasons 62
Report Daily FI Bank Input 65
Report Daily FI Bank Reconciliation 67
Report Daily LA Postings 69

Chapter 4 - Food Instrument Capabilities

Capabilities

Purpose

The WIC Program designates approved foods that may be purchased with WIC funds. To facilitate the prescription of foods to WIC clients, standard combinations of foods are defined, called food packages. A number of food packages are structured for each WIC category (e.g., pregnant woman, infants, children) and the various packages developed for each category vary in their food content to address different nutritional requirements. The approved foods included in each package are grouped into food instrument types.

A food instrument type may contain one or more specific approved foods, and a food package may contain one or more food instrument types. The foods identified for each food instrument type include the food name (e.g., whole milk), a food unit size (e.g., ½ gallon) and a food unit quantity (e.g., 3 units).

The AIM System captures data about foods approved by WIC, the groupings of foods into food instrument types, and the groupings of food instrument types into food packages. The System is capable of maintaining data for up to several hundred food packages to accommodate AZ State WIC needs.

The Food Instrument function module is intended to process all printed food instruments, including processing instruments that are redeemed by participants and vendors, instruments that are issued but not redeemed, and instruments that are printed but not issued to WIC clients (e.g., misprinted instruments and instruments that are not picked up). All instructions are matched against the original records for issuing food instruments. This functional area also issues payment instructions to enable the payment of vendors for redeemed instruments. This functional area uses information collected and maintained by the Food Instrument Production and Vendor Management functional areas.

The reconciliation of food instruments is described in the context of an on-line system; with food instruments printed On Demand and automatically recorded in the AIM System. As a result, in contrast to many existing WIC Systems, it is extremely rare that a food instrument is redeemed that is not already recorded as issued by the AIM System. In addition, some of the functions noted for the AIM System are performed external to the AIM System by the clearing system used by a bank or other organization that processes Arizona WIC food instruments.

The Food Instrument function area brings together issuance and redemption information tying Vendor Management and Food Instrument issuance together. The Food Instrument functionality is incorporated into the end of day processing component. Within this component, FI issuance and void information is transported from the Local Agency to the State Agency food instrument database where it is consolidated with the existing food instrument information. The information is then gathered into a file that is transmitted to a fiscal intermediary.

General Description

Track Current Status of Food Instruments

The Food Instrument Module is made up of the following functions:

Consolidate Food Instrument Issuance Data

Information about food instruments produced and/or voided is updated periodically from the local sites to the central database. The System transports (using the end of day functionality) information about food instruments produced and/or voided. Information necessary to approve food instrument payment and ensure one-to-one reconciliation is passed to Arizona WIC's banking contractor each day.

Check for Redeemed but Unissued Food Instruments

The AIM System and the banking contractor provide information to management on food instruments that have been redeemed with no issuance.

Maintain Valid Food Instrument Numbers

The System considers the range of food instruments numbers that have been assigned to Local Agency and are legitimately available for issuance.

Void Unissued Food Instruments

The System allows the user to void food instruments that are lost, stolen, damaged, etc. This is done on an individual client basis.

Maintain Food Instrument Stock Inventory

The System provides the ability to keep track of FI stock.

Maintain Valid Food Instrument Dates

The payment and reconciliation System described assumes that FIs are processed in a timely manner. The date of deposit is considered to be the date redeemed for purposes of editing for stale dated FIs. Therefore, the vendor has 60 days from the date of issue before the FI is considered stale-dated. This need for timeliness requires that a nightly transfer of data be carried out between the State Agency and the banking contractor.

Provide Not to Exceed Amount

The System generates a price limit for each food instrument that is used to audit individual food instruments for price reasonableness (by the fiscal intermediary).

Note: The price limit is not printed on the face of the draft.

Automated Voiding of Out of Date Food Instruments

The automated end of day process voids all food instruments that have become stale-dated and have not been redeemed. This process lessens the amount of manual voiding that is done,

provides better visibility on instrument usage, precludes possible misuse of food instruments and helps in reconciling closed-out months. The list of Food Instruments that have been normally voided is passed to the fiscal intermediary. Food Instruments that are voided because they are "stale-dated" are not included in this file because the Stale Date process of the fiscal intermediary rejects them.

Consolidate Issuance and Payment Information

The AIM System has one source for all issuance and redemption information, the food instrument database. This database is the source of data regarding expenditures, obligations and vendor payments. By using one data source, the AIM System is assured of timely, accurate and consistent reports regardless of the functional area that is requesting information. Finally, the redemption information is passed down to the Local Agency for updating their food instrument information with redemption data.

Capture FI Rejection Information

In addition to the automated edits discussed above, the payment and reconciliation system includes a number of visual edits (by the fiscal intermediary). These include review for participant signature missing and altered prices (as defined by Arizona WIC policy), preprinted food quantities, or preprinted valid dates. [Note: The State decides which of these errors is grounds for food instrument rejection and notifies the fiscal intermediary.]

The AIM System supports the visual editing that the fiscal intermediary needs for missing signatures, etc., by providing timely transfer of issuance data. Any requested FIs are passed back to the State Agency system during the nightly polling that occurs with the fiscal intermediary to assist in the payment and reconciliation process.

Whenever a FI containing one of these errors is paid and whenever a FI is rejected from the payment system, a record is produced that captures the vendor ID number, serial number, claimed amount, and reason rejected or paid with errors. The System aggregates these records (by vendor) nightly and passes them to the vendor management unit for review, analysis, and to assist in any subsequent payment of rejected FIs.

Provide Food Instrument Status to Local Agencies

The AIM System passes redemption information from the consolidated issuance/redemption database at the State Agency down to the Local Agency. This movement of data is done utilizing the end of day process.

Having redemption information at the Local Agency is important in helping staff assess voids and food instrument usage patterns.

Provide Void Capabilities

The System provides the ability (both automatically and manually) to void food instruments, both issued and unissued.

Void Food Instruments

The WIC Program prints some food instruments that are not issued to participants, and some instruments are issued but are not redeemed by participants with vendors. Some of the reasons food instruments are not issued include food instruments damaged during printing, food instrument stock that cannot be printed because of printer alignment constraints, and misprinted food instruments. Although participants are encouraged to use all of their food instruments, they sometimes choose not to use some of the food instruments issued to them. Also, food instruments are sometimes damaged, lost or stolen while in the participant's possession. State and Local Agency staff enters voiding information, and destroys the voided food instruments or marks them as void.

These unissued on unredeemed food instruments must be voided to ensure that they are not used fraudulently, and to de-obligate the value of the food instrument. Food instrument voiding data is used by other functions within Food Instrument Payment and Reconciliation to ensure that food instruments redeemed by vendors have not previously been voided.

The System captures and maintains data about the manual voiding of food instruments. It captures and maintains this data for food instruments printed On Demand. Food instrument voiding data is stored in the Food Instrument data store. The System ensures that users are not attempting to manually void an unissued, previously voided or previously redeemed food instrument, and produces reports for State and Local Agency users that list voided food instruments.

Arizona WIC does not reissue food instruments voided as lost/stolen unless the instruments are found and returned to the clinic.

Administrative Un-void Food Instruments

There are instances when the local agency staff has requested that an FI created in the past be un-voided. The system allows local agency staff to un-void food instruments on the day that they are created. Functionality was introduced to allow the State Agency to un-void Food Instruments voided in the past. The screen allows the financial manager to enter either one FI serial number or a range of serial numbers to be un-voided. A warning message alerts the user verifying that they want to un-void the food instruments. This screen and its associated security role only exist at the state level. The financial manager updates the FI record on the Central database. The End of Day processing was modified to update the record or records on the Local Agency database the next day.

Calculate Reasonable Obligation Value

The AIM System provides the capability to calculate the reasonable obligation value of each food instrument. This function supports the calculation of a (estimated) reasonable obligated value for food instruments by type by vendor peer group. The function arrives at the value through cumulative analysis of redemption amounts for each food instrument type within vendor peer groups. The function assigns as a reasonable obligated value, the maximum legitimate value of redeemed food instruments (by FI type within vendor peer groups) plus a user designated inflation factor percentage.

For low usage or new FI types, the State establishes a reasonable obligation value based upon the standard State maximum value or the exception value based upon special foods in the food instrument. Both of these values are maintained by the Financial Management function.

Support Interface with Banking Services

The AIM System is designed to communicate with a fiscal intermediary for the State.

Update Fiscal Intermediary Data

Information related to food instrument payment and reconciliation is passed to WIC's fiscal intermediary each day. Using this data, the fiscal intermediary compares the instrument presented for payment against the issuance record.

Provide Prompt Capture of Food Instrument Issuance

The nightly updating of the fiscal intermediary's electronic records of food instruments that have been issued or voided provides a record of issuance. The movement of information enables the fiscal intermediary to compare food instruments presented for payment against the issuance information.

Provide Food Instrument Processing Data

The AIM System accepts payment information and rejected FIs from the fiscal intermediary and uses that information to update the State Agency database. The updated information is then used in the production of expenditure, obligation, and vendor reports. The information is also passed back down to the Local Agency for updating the food instrument information.

Automated Edits

The fiscal intermediary receives requests for payment through the Federal Reserve System from vendors redeeming WIC food instruments. When the fiscal intermediary receives an electronic food instrument record, a number of automated edits or processes are triggered including:

Once all of the prepayment edits have been passed, an electronic record of the redemption is sent from the fiscal intermediary to the AIM System. The information is consolidated against the issuance in the food instrument database. This information is immediately available to the Financial Management function to support its need for timely expenditures and obligation information and to the Vendor Management function for its need to review, analyze and assist in any subsequent payment of rejected food instruments.

- The presence of a matching issuance record
- Issuance date comparison to date submitted for payment (if the date submitted for payment is post-dated prior to the first date to spend, or is after the last vendor submission date (stale), the FI shall be rejected)
- Review a food instrument for participant signature missing
- Review of food instrument for altered prices, quantities or dates
- Payment must be less than or equal to the maximum amount
- Visual edits ensure that the vendor ID numbers not missing or unreadable

- Automated edits ensure that the vendor ID number exists on the current authorized vendor file. Any unauthorized or unusable vendor IDs causes rejection of the food instrument for payment

Note: The fiscal intermediary performs all automated edits.

Reconcile Redeemed Food Instruments

Food instruments issued to WIC participants are submitted to vendors as payment for the approved food items. Vendors, in turn, submit these instruments for payment to their bank. The submission of food instruments to vendors, and their processing for payment, must follow certain procedural requirements.

Maintain Food Instrument Amount

Entry of the redeemed price (by the fiscal intermediary) triggers a comparison between that price and the obligated value of the food instrument. Therefore, the obligated value for any food instrument type is the most current average redeemed price for that FI type.

Maintain Vendor Information

The System produces detailed information about vendor payments. As food instruments pass the edits and are cleared for payment, information must be accumulated for each payment for each vendor. This information includes: issue site, issue date, participant ID, serial number, vendor identification number, redeemed amount, and food instrument type. This information is used to produce various reports in the vendor processing system.

This process highlights another interface to the fiscal intermediary - the transporting of vendor information to the fiscal intermediary. This transportation mechanism is also encompassed in the end of day process. The trigger mechanism for sending vendor information is changes made in vendor authorization data completed through the vendor management functionality.

Produce Food Instrument and Bank Interface Reports

The AIM System generates several reports from the Food Instrument module. All reports are listed with a brief description for reference purposes.

Produce Daily Food Instrument Log

This report lists the food instruments issued for Local Agency and clinic.

Produce Rejected Food Instruments Reports

This report shows the food instruments that have been rejected by the State's fiscal intermediary.

Produce Food Instruments Voided Report

This report produces a list of voided food instruments.

Produce Food Instrument Issuance Report

This report can be run for a single or all dispositions of issuances, and for a single or all Local Agency. It reports on the food instruments issued, the clients they were issued to, the associated food package type, the food instrument count, and the disposition of the issuances.

Produce Food Instruments Paid Report

This report produces a list of FIs paid and associated dollar amounts.

Produce Food Instrument Obligation Report

Summarizes by issuance month and food instrument type the number and obligated value of issued food instruments. Summarized data is sorted by food instrument type with issuance month.

Produce Daily LA Posting Report

This report details and summarizes the issuance and void activity that was polled from Local Agency databases and posted to the central state database. The information on this report is reconciled with the logs from the bank interface on a daily basis.

Produce Daily FI Bank Reconciliation Report

Summaries by food instrument count the disposition of each food instrument sent to the banking contractor. Typically counts for new issuance, voids and stop payments are shown.

Produce Daily FI Bank Input Report

Details the file of redemption information sent to the program from the banking contractor and utilized in building the consolidated issuance and redemption information at the State Agency.

EOD Batch Log

Details each time the Batch Food Instruments function was invoked. This report is produced daily at the Central Site during End of Day process whether or not the function was used.

Master Subordinate FI Type Report

Displays all FI types that have duplicates and each duplicate (subordinate FI type).

Food Package Composition Report

Displays food package content, including the FI types and the foods that make up each FI type.

Lost/Stolen WIC Food Instruments Report

Displays all lost or stolen FIs.

Stock Tolerance Exceeded Report

Displays all clinics that have exceeded the stock usage tolerance and all clinics that have not performed a stock inventory within a specified date range.

Maintain Food Package Data

This Functional area deals with the creation and maintenance of information about food packages, food instruments, and WIC foods.

Maintaining food package data is important because the data is used for various WIC functions. Appropriate Local Agency staff (referred to as Competent Professional Authorities or CPAs) prescribes food packages using these data, and educate enrollees on the consumption of these foods. The AIM System uses food package data to print the appropriate food instruments. Surveys of vendors' food prices are based on the WIC approved foods. Food packages and related WIC foods data also is used by the Financial Management functional area to project future food costs and help control food expenditures and caseload.

Food Instrument Production On Demand

The AIM System produces "On Demand" food instruments in a timely and efficient manner to support clinic flow and client satisfaction.

Print Food Instruments On Demand

Food instruments are printed On Demand at the local delivery site. This arrangement minimizes the production of food instruments that are not issued to participants, as well as the subsequent reconciliation of large numbers of "unissued" food instruments. The food instrument printed identifies the issuing agency and enrollee, reflects the foods and food quantities prescribed in the selected/tailored food package, and notes the start and end date of the period during which the enrollee may submit the instrument to a vendor in exchange for the specified WIC foods.

Print Food Instruments for Multiple Months

The System allows issuance periods of 1, 2, or 3 months, but it is up to Arizona State policy to determine the period of issuance for any given participant in any given clinic.

Print Reduced Quantity Food Instruments

States may automatically reduce the number of food instruments issued to an enrollee if the enrollee picks up the food package one week or more later than the scheduled pick up date. To support this procedure, using the proration logic, the AIM System checks whether the user needs to issue a reduced number of food instruments (hence, less food being prescribed) by comparing the current System date with the scheduled pick up day. The number of days calculated that the participant is late for the pickup is then used by the AIM System to select the reduced number of food instruments that are issued to the participant.

All other outputs included in the function Print Food Instruments On Demand are printed in the same manner as described previously.

Print Food Instruments for Economic Unit/Client

In generating food instruments On Demand, users can issue for one or all of the clients in a family/economic unit. Family issuance makes FI issuance faster.

Print Food Instruments In Advance

While the System is designed for On Demand printing and issuance of food instruments, in certain rare cases, the need may arise where a clinic may need to print food instruments in advance of the actual time of issuance to the client. In such circumstances, the user is able to print the food instruments in the same manner as if the client was present.

Batch Food Instrument Production and Pickup

In order to accommodate holding a clinic where computer access for On Demand food instrument issuance is not possible, the System allows for the batched, pre-printing of food instruments. The pre-printed food instruments must be designated as issued before the clients can redeem them. This process designates a range of food instruments as having been collected by their clients. When the clinicians save the information, the status of the batch issued food instruments is updated from printed to issued. It should be noted that for batch issued food instruments, it is the responsibility of staff to void any FIs for late pickup (manual proration).

Monitor Food Instrument Stock

The AIM System monitors food instrument stock usage utilizing online receipt and inventory functions.

Vendor Food Instrument Lookup

The AIM System allows users to examine the food instruments that have been redeemed by a specified vendor within a specific time frame.

Monitor Food Instrument Issuance

Because the status of an “issued” FI may change to “voided,” the Local system maintains an open record on every FI produced until it ages off the System (60 days after issue date). The Local Agency is able to change the status of any printed FI from issued to voided and enter a reason and date voided. Any FI record that contains a change in status is uploaded to the central processor and passed into the payment and reconciliation system. These status indicators include issued, voided, stop payment, redeemed and rejected. A separate code is maintained to indicate the reason for the voiding/rejection of the food instrument.

Monitor Food Instrument Usage

The AIM System provides visibility on the food instruments issued and distributed to clients. This is important for several reasons including the prevention of fraud and the betterment of nutritional habits among the WIC population. The AIM System provides the capability by enabling clinic staff to view Food Instrument information as needed, at a client or instrument level.

WIC clinic staff are able to review all Food Instrument issuance and usage on a Client-by-Client basis.

Support Food Instrument Redemption Processing

The automated system supports the food instrument redemption process and interfaces on a nightly basis with the banking contractor’s system (the State’s Fiscal Intermediary).

Support Food Instrument Redemption Processing

The System supports FI redemption by capturing all food package information and prescriptions, and fully accounts for all FI issuance including all infant and special formula issuance. This feature supports the payment of redeemed FI by ensuring an issuance record exists.

Track Obligation Value

The System records information about the Local Agency/clinic of issuance, the participant identification number, the FI serial number, the issue date, food instrument type, and an obligation amount. When a clinic issues more than one month's food package to a participant, the System automatically generates the appropriate issue date for the second (or third) month's packages issued.

At the end of day, the System consolidates all food instrument production data across all Local Agencies. This nightly consolidation of data provides timely access to participation and expenditure information. It also enables the System to accumulate financial obligations for food instruments. This calculated FI obligation value is based upon the most recent redeemed value for that food instrument type. If no like instrument type is found, the obligated value is calculated using an average of FI types for special formula or regular FI types. This is necessary because no food prices from vendor surveys have yet been captured in the System. The processes involved in this functionality are:

- Update obligations for food for each month of issue
- Obligations by issue month are accumulated and stored in the central processor. Local users have access to current and historical FI issuance files for their clients for monitoring purposes
- Create consolidated food instrument issuance record for use in the Food Instrument Payment and Reconciliation System
- (On Demand) Daily status of food instruments obligated (by month of issue, type, number and dollar value)
- (On Demand) Current status of food instrument stock for each Local Agency (flag for low stock). Prints order form for check stock
- Create (on tape or for electronic transmission) consolidated food instrument issuance record to pass to the Food Instrument Payment (fiscal intermediary) and Reconciliation System
- Arizona WIC will institute a “pay and choose” policy. All food instruments presented will be paid regardless of an issuance record (batch or On Demand). This situation may occur with portable clinics

Provide Test Printing Capabilities

There are several ancillary functions that the AIM System performs to assist WIC Staff in issuing and distributing Food Instruments. One of these functions is the ability to run test prints of Food Instruments to insure that Food Instrument Stock is correctly aligned in printer devices.

The AIM System allows Clinic staff to enter food instrument stock as part of the "Beginning Of Day" routines for the Clinic. As part of that process the System permits test printing of food instruments to insure correct alignment of the stock in the printing device. The user is permitted as many alterations as necessary to test and adjust Food Instrument stock in the print device to achieve satisfactory alignment. The System permits the user to add paper and test print during the clinic day.

Description of Food Instrument Functions

When clicking on the Food Instruments button from the AIM System Master Menu, the following window is displayed:

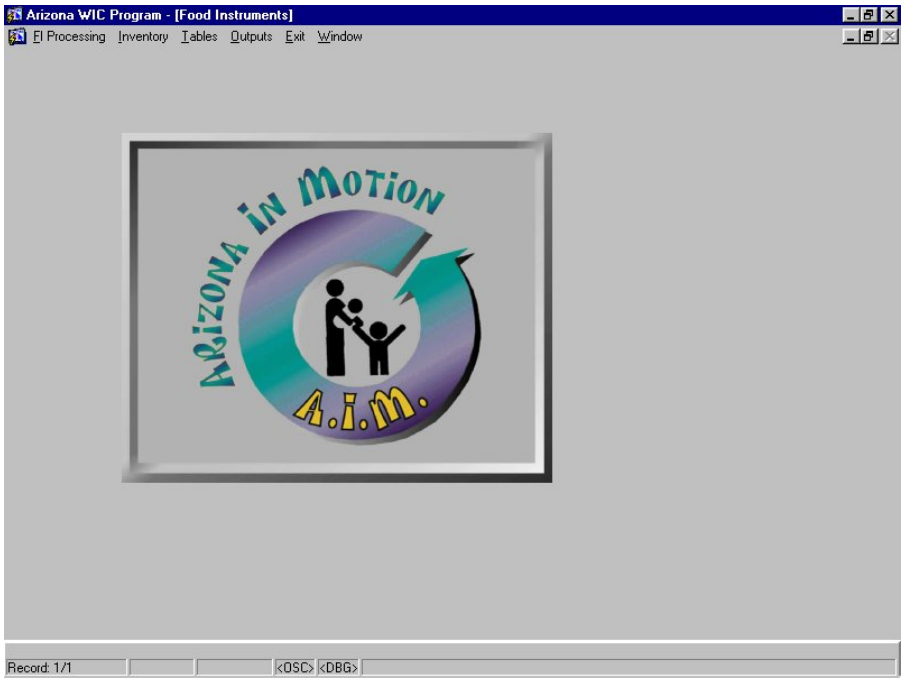
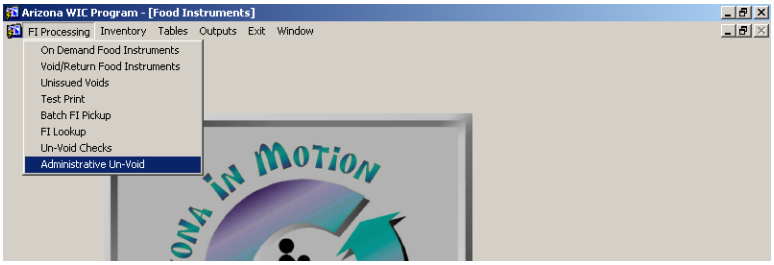


Figure 1 – Food Instruments Splash Screen

Food Instrument Processing

Administrative Un-Void:

1. Click FI Processing on the Food Instrument main menu.
2. Click Administrative Un-Void.



3. The Administrative Un-Void screen is displayed. This screen can only be accessed from a State database.

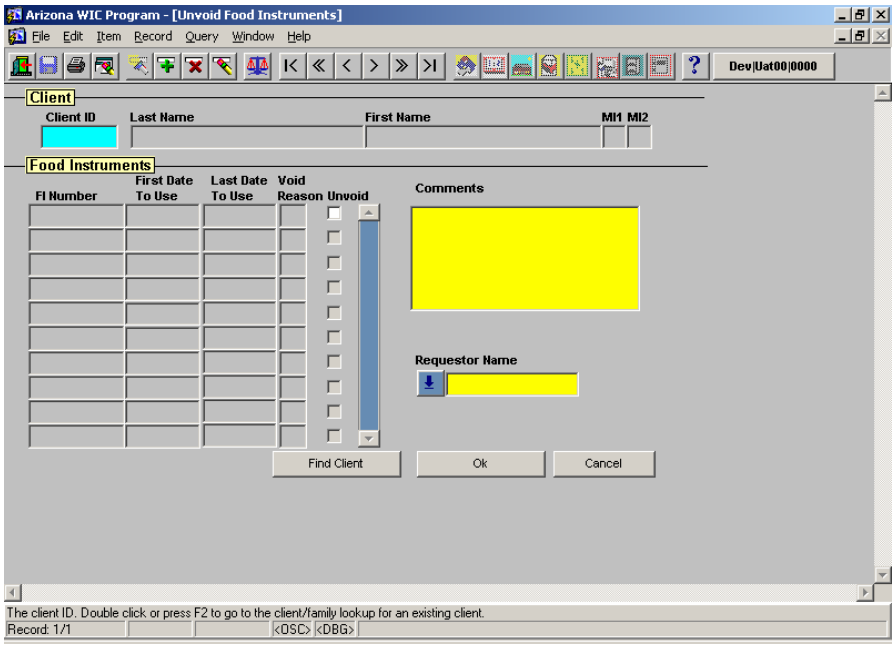


Figure 2 – Unvoid Food Instruments

4. With the cursor in the Client ID field, enter the ID number for the client you wish to unvoid food instruments that were incorrectly voided prior to the current date.
5. Click the Find Client push button to return the client's name and voided serial numbers.
6. Determine which voided food instruments need to be unvoided.
7. Click the Unvoid checkbox for the food instrument(s) to be unvoided.
8. Enter the reason for proceeding with an unvoid using the free form text Comments box.

9. Select the Requestor Name from the list of values. This field allows the entry of the Local Agency staff requesting the un-void.
10. Click the OK pushbutton to continue with the transaction. Clicking the Cancel pushbutton will cancel the transaction.
11. Click OK to acknowledge the Transaction Completed.

Figure 2 – Unvoid Food Instruments

Fields

Client ID - The unique identification for the Participant. This field is mandatory.
Last Name - The last name of the Participant. This field will default from the Client ID field when the record is queried.
First Name - The first name of the Participant. This field will default from the Client ID field when the record is queried.
MI 1 - The Participant's first middle initial. This field will default from the Client ID.
MI 2 - The Participant's first middle initial. This field will default from the Client ID.
FI Number – The serial number of the food instrument that has been voided. This field is display only.
First Date to Use - The first date to use the food instrument for the issuance month. This field is display only.
Last Date to Use - The last date to use the food instrument for the issuance period. This field is display only.
Void Reason – The reason the food instrument was originally voided. This field will default from the entry on the Void/Reissue Food Instruments screen. This field is display only.
Comments - The user may enter any comments or remarks here. This field is optional.
Requestor Name – The name of the Local Agency staff requesting an unvoid of food instruments beyond the current date. The names are contained in the list of values table. This field is mandatory.

Checkboxes

Unvoid – Select this checkbox as it corresponds with the appropriate food instrument serial number to unvoid. This field is required.

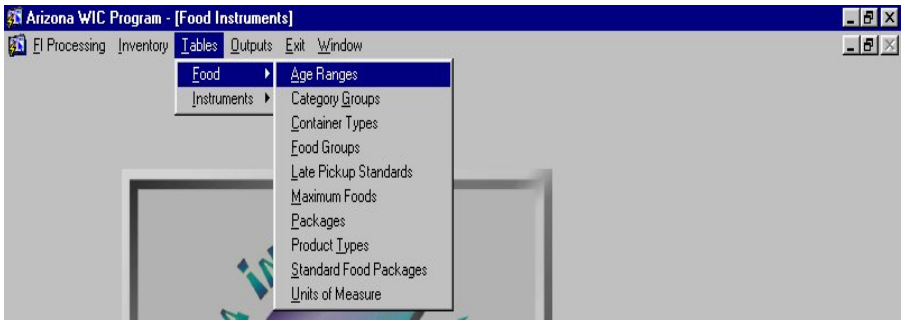
Pushbuttons

Find Client – Click this pushbutton to query the Participant.
OK – Click this pushbutton to process the transaction of the administrative un-void.
Cancel – Click this pushbutton to abort the process of an administrative un-void and clear the screen.

Maintain Age Ranges

To Maintain Age Ranges:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Age Ranges as shown below:



The Maintain Age Ranges window is displayed:

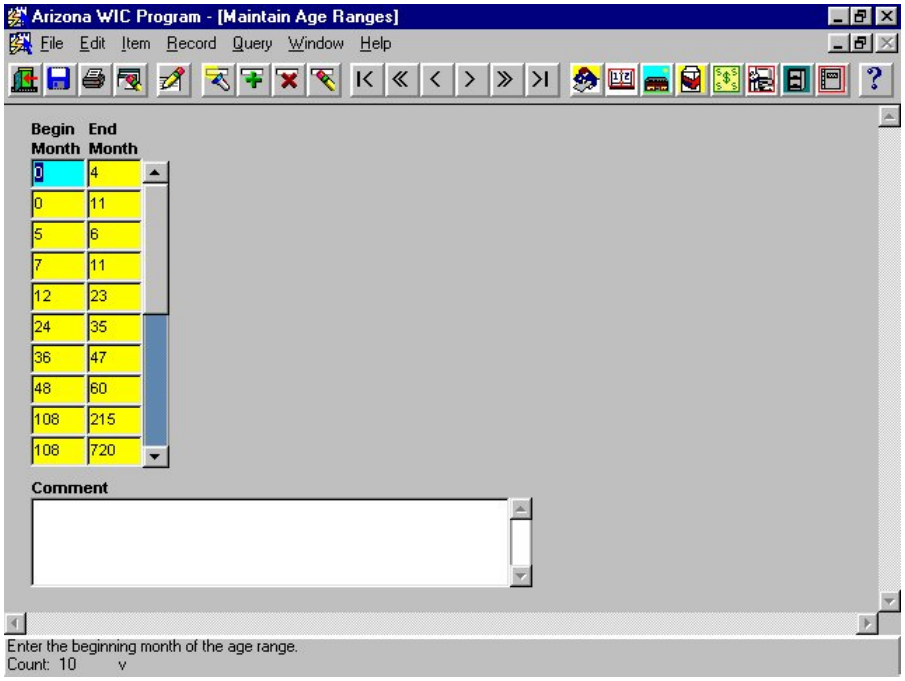


Figure 3 – Maintain Age Ranges

Add an Age Range

1. With the cursor in the Begin Month field, click the row of the age range after which a new age range is to be added.
2. Click the Insert Record icon on the toolbar. A blank row is inserted after the row where the cursor was positioned. The cursor is in the Begin Month field.
3. Type in the beginning month for the age range. This must be a number between 0 and 480.
4. TAB to the End Month field and type in the ending month for the age range. This must be a number between 1 and 1200.
5. TAB to the Comment field and enter any applicable comments.
6. Click the Save icon.
7. The system displays the message, “Transaction Completed.”
8. Click the OK button.

Note: An existing age range may not be duplicated. See “Update an Age Range.”

Update an Age Range

Only the comments for an existing Age Range may be updated.

1. Click the Comments field of the Age Range to be updated.
2. Type in the new comments.
3. Click the Save icon.
4. The system displays the message, “Transaction Completed.”
5. Click the OK button.

The Begin and End months for an Age Range may not be directly updated. To change an Age Range, delete the Age Range, and then, add a new Age Range with the desired Begin and End months.

Delete an Age Range

1. Click the row of the age range to be deleted.
2. Click the Remove Record icon. The age range is removed from the table.
3. To permanently remove the age range from the system, click the Save icon.
4. The system displays the message, “Transaction Completed.”
5. Click the OK button.

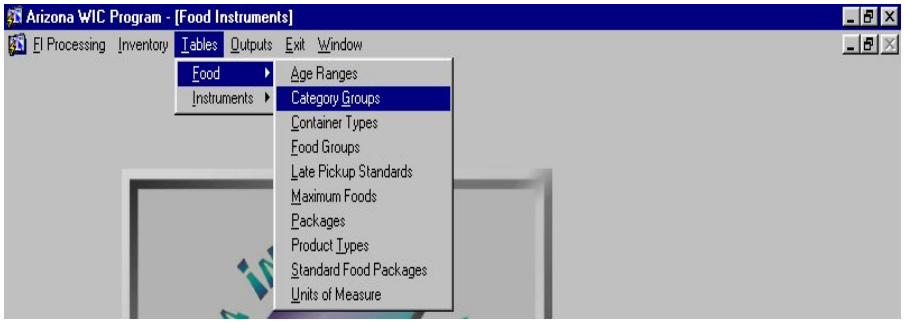
Figure 3 – Maintain Age Ranges

Begin Month - The beginning age range in months. This field is mandatory.
End Month - The ending age range in months. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

Maintain Category Groups

To Maintain Category Groups:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Category Groups as shown below:



The Maintain Category Groups window is displayed:

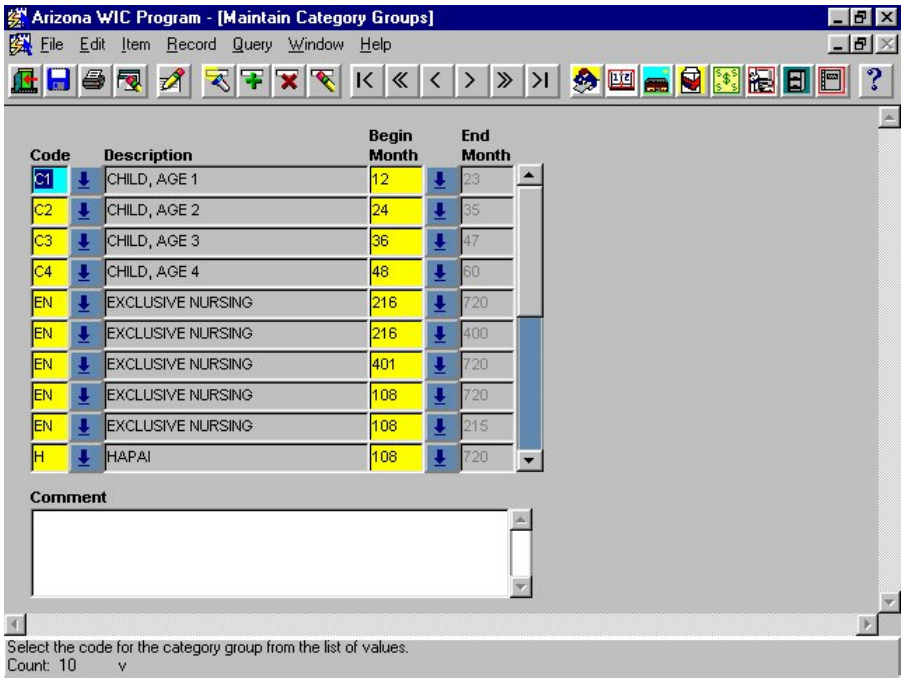


Figure 4 – Maintain Category Groups

Add a Category Group

1. The System defaults the cursor to highlight the code number under the first entry in the Code field. The System also displays the Description, Begin Month, End Month, and any existing comments for that Category Group.
2. Click the Insert Record icon on the toolbar. The System creates a blank row under the Code where the cursor was positioned. The cursor is in the Code field.
3. Select the Code from the list of values. The System displays the Description for the Code once the Code is selected.
4. TAB to the Begin Month field and select the begin month for this Category Group from the list of values.
5. The System defaults the End Month field.
6. TAB to the Comments field and enter any applicable comments.
7. To update the System with the new category group, click the Save icon.
8. The System displays the message, "Transaction Completed."
9. Click the OK button.

Note: An existing category group may not be duplicated. See "Update a Category Group."

Update a Category Group

Only the comments for an existing Category Group may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the Category Group to be updated.
5. Press the F8 key or click the Query icon to execute the query.
6. Click the Comments field of the Category Group to be updated.
7. Type in the new information.
8. Click the Save icon.
9. The System displays the message, "Transaction Completed."
10. Click the OK button.

The Code and Begin and End months for a Category Group may not be directly updated. To update these fields, delete the Category Group, and then, add a new Category Group with the desired attributes.

Delete a Category Group

1. Click the row of the Category Group to be deleted.
2. Click the Remove Record icon. The Category Group is removed from the table.
3. To permanently remove the category group from the System, click the Save icon.
4. The System displays the message, "Transaction Completed."
5. Click the OK button.

Figure 4 – Maintain Category Groups

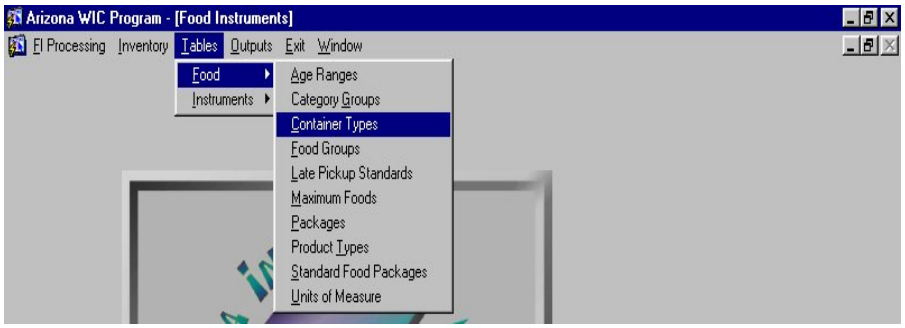
Fields

Code - This field is used to select a category group. For more information, refer to the Maintain Categories table in Enrollment and Certification. This field is mandatory.
Description - The description of the selected category code. This field is display only.
Begin Month - The age range begin month (i.e., 0-3 months, 4-5 months, etc.). For more information, refer to the Maintain Age Ranges window. This field is mandatory.
End Month - The age range end month (i.e., 0-3 months, 4-5 months, etc.). For more information, refer to the Maintain Age Ranges window. This field is display only
Comment - The user may provide any comments or remarks. This field is optional.

Maintain Container Types

To Maintain Container Types:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Container Types as shown below:



The Maintain Container Types window is displayed:

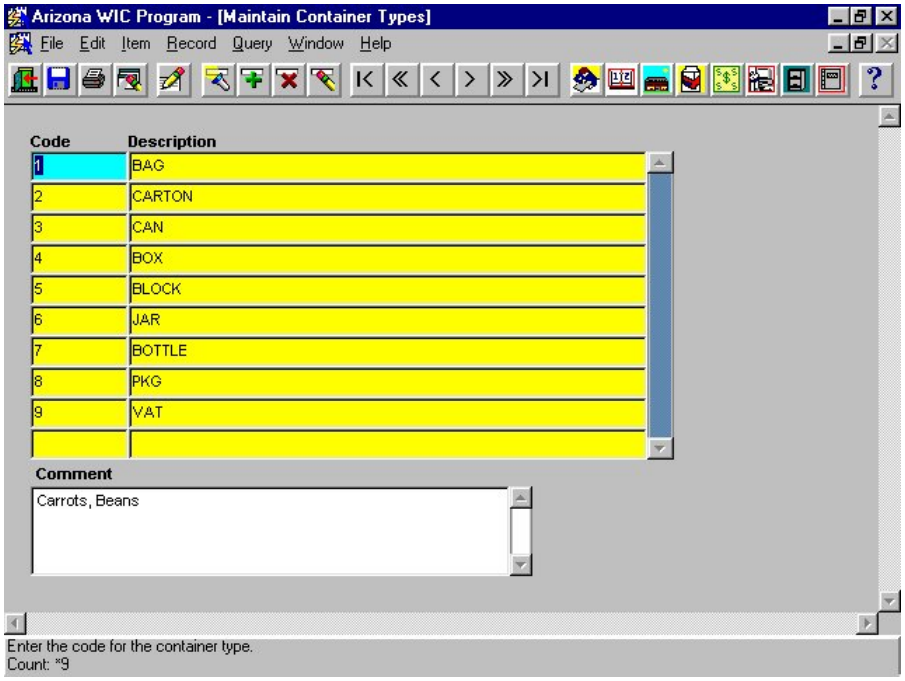


Figure 5 – Maintain Container Types

Add a Container Type

1. The System defaults the cursor to highlight the code number under the first entry in the Code field. The System also displays the Description and any existing Comments for the Container Type.

2. Click the Insert Record icon on the toolbar. The System creates a blank row under the Code and Description where the cursor was positioned.
3. The cursor is in the Code field. Type in a numeric code for the container type using numbers 1-9999999999. If the code you choose is already in use for another container type, the System displays a pop-up window indicating: "Row already exists with the same Code." Click the OK button, delete the Code number inserted, and enter a different number.
4. TAB to the Description field and enter a description for the Container Type.
5. TAB to the Comment field and enter any applicable comments.
6. To update the system with the new container type, click the Save icon.
7. The system displays the message, "Transaction Completed."
8. Click the OK button.

Update a Container Type

Only the Description and Comments for a container type may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code field.
4. In the appropriate field, enter either the Code or the Description of the Container Type being updated.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this Container Type.
7. Verify that the information displayed is for the Container Type to be updated.
8. Update the Description or Comments as needed. *(Note: The System does not allow updates to the Code itself. If attempted, the System indicates: "Field is protected against update.")*
9. To update the system with the modified container type, click the Save icon.
10. The system displays the message, "Transaction Completed."
11. Click the OK button.

A Container Type Code may not be directly updated. To update a Container Type Code, delete the Container Type, and then, add a new container type with the desired attributes.

Delete a Container Type

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code field.
4. In the appropriate field, enter either the Code or the Description of the Container Type being deleted.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this Container Type.
7. Verify that the information being displayed is for the Container Type to be deleted.
8. Click the Remove Record icon. The container type is removed from the table leaving the fields blank.
9. To permanently remove the Container Type from the system, click the Save icon.
10. The system displays the message, "Transaction Completed."
11. Click the OK button.
12. To verify that the deletion has worked successfully, repeat steps 1-5 above. If the deletion was successful, after pressing the F8 key, the System displays the following error message: "Query caused no records to be retrieved. Re-enter."

Figure 5 – Maintain Container Types

Fields

Code - The container type code to be entered by the user. This field is mandatory.
Description - The user enters the container type description here. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

Maintain Food Groups

To Maintain Food Groups:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Food Groups as shown below:

The Maintain Food Groups window is displayed:

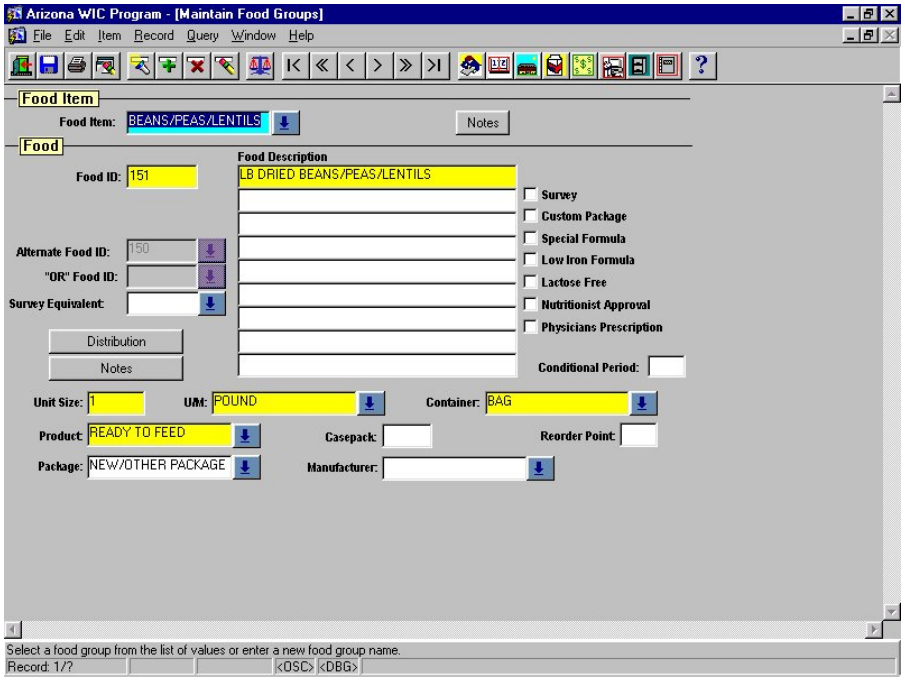


Figure 6 – Maintain Food Groups

Add a New Food Group

1. Enter the name of the new food group in the Food Item field.
2. Click the Notes push button in the Food Item section to display the Notes pop-up window.

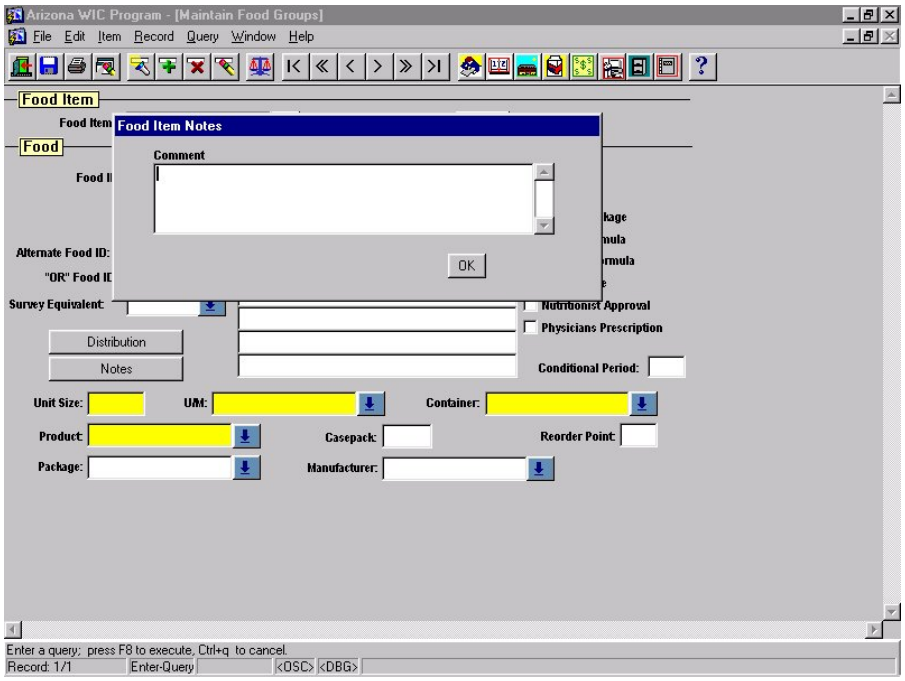


Figure 7 – Maintain Food Groups (Food Item Notes Pop-up)

3. Enter any comments and click the OK button to close the Notes pop-up and return to the Maintain Food Groups window.
4. Click on the Food ID field and then click the Insert Record icon.
5. Type in the Food ID.
6. TAB to the Alternate Food ID field. If alternate foods exist for the food item, select an Alternate ID from the list of values.
7. TAB to the “OR” Food ID field. If a food substitute exists for the food item, select an “OR” Food ID from the list of values. (*Note: Either the Alternate Food ID <u>or</u> the "OR" Food ID may be entered, but not both fields).*
8. TAB to the Food Description field and type in the description. Up to nine rows of description may be entered; the first row is required; rows 2 through 9 are optional.
9. If the food is a maximum unit food, click the Unit Food checkbox.
10. If the food is used in vendor price surveys, click the Survey checkbox.
11. If the food is considered a special formula, click the Special Formula checkbox. If Special Formula is selected, the system automatically checks the Custom Package checkbox.
12. If the food is a low-iron formula, click the Low Iron Formula checkbox.
13. If the food is a lactose-free product, click the Lactose Free checkbox.
14. If this food requires a Nutritionist’s approval prior to issuance, click the Nutritionist Approval checkbox.
15. If this food requires a Physician’s prescription prior to issuance, click the Physicians Prescription checkbox.
16. If either the Nutritionist Approval or the Physicians Prescription checkboxes are selected, TAB to the Conditional Period field and type the number of days that a food package containing this food can be prescribed without approval.
17. If the Survey checkbox is selected, place the cursor in the Survey Equivalent field and select the generic food item used to group specific vendor food price survey items.
18. TAB to the Unit Size field and enter the allowable unit size for the food.
19. TAB to the U/M field and select a unit of measure for the food from the list of values.

20. TAB to the Container field and select a container type from the list of values.
21. TAB to the Product field and select a product type from list of values.
22. TAB to the Casepack field and enter the number of units in a case.
23. The Reorder Point field is displayed if this is a special formula that needs to be reordered at a certain point of usage.
24. TAB to the Package field and select the type of packaging for this food from the list of values.
25. TAB to the Manufacturer field and select a manufacturer from the list of values.
26. Click the Notes button in the Food section to enter notes about the food. The following pop-up window is displayed:

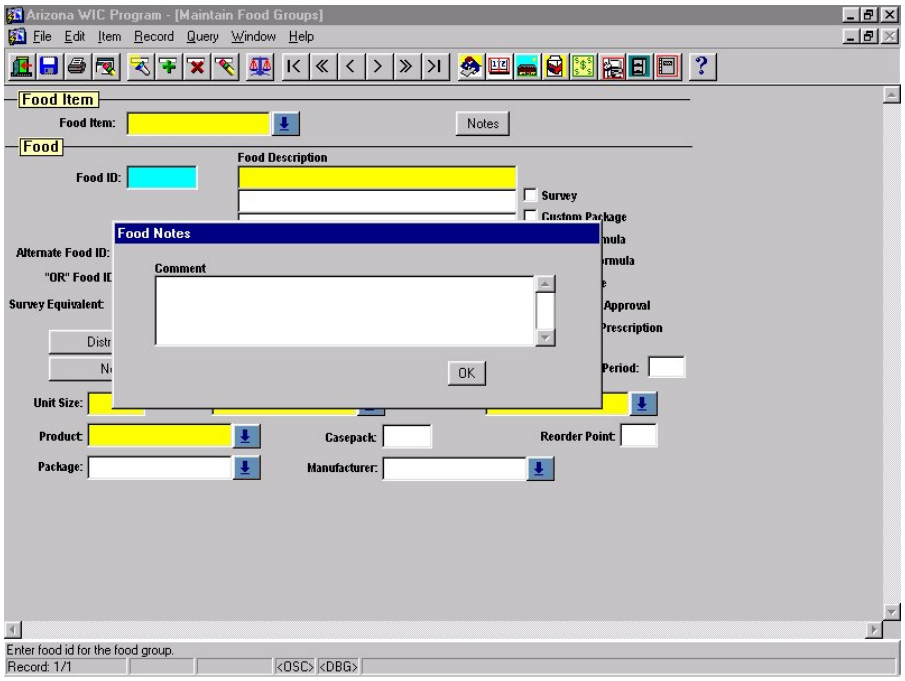


Figure 8 – Maintain Food Groups (Food Notes Pop-up)

27. Enter comments and click the OK button to close the pop-up and return to the Maintain Food Groups window.
28. To update the Food Item with the new Food, click the Save icon.
29. The system displays the message, "Transaction Completed."
30. Click the OK button.
31. After saving a new Food, the Distribution button may be selected to enter Food Distribution information. The following pop-up window is displayed:

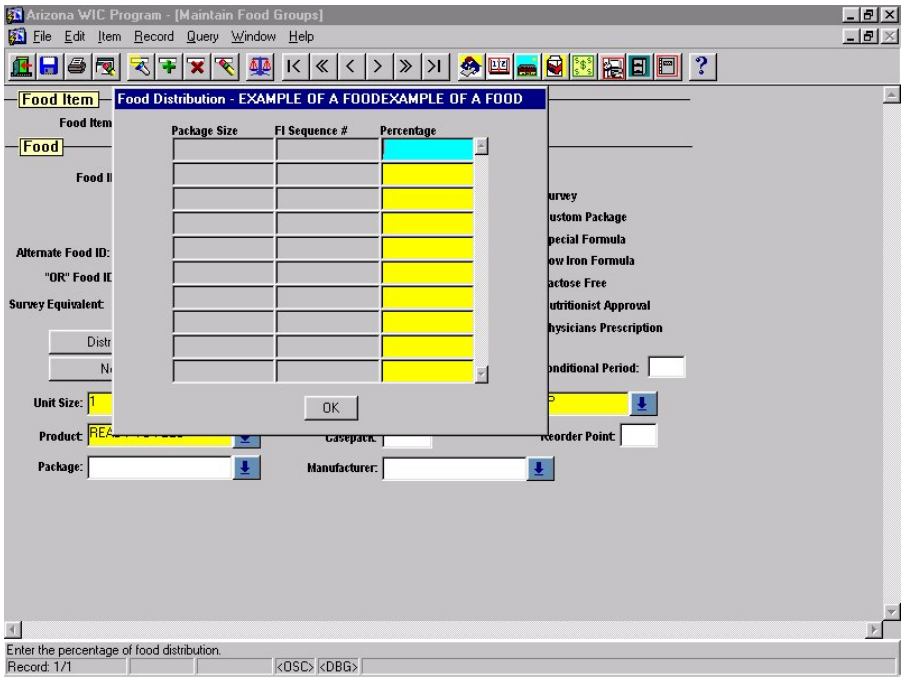


Figure 9 - Maintain Food Groups (Food Distribution Pop-up)

32. For each Number of FIs and FI Sequence # combination, enter the percentage of the food item to be allocated to each food instrument. The system default is for even distribution of the food item among all of the food instruments.
33. Click the OK button to save the distributions and close the pop-up.
34. To save the food distribution for the food item, click the Save icon.
35. The system displays the message, "Transaction Completed."
36. Click the OK button.

Add To a Food Group

1. Press the F7 key or click the Query icon to initiate a query.
2. The System clears all of the fields.
3. In the Food Item field, enter the Food Item to which you wish to make an addition, or select the Food Item from the list of values.
4. Press the F8 key or click the Query icon to execute the query.
5. The System displays any available information for the selected food item.
6. Click on the Food ID field and then click the Insert Record icon.
7. Type in the Food ID.
8. TAB to the Alternate Food ID field. If alternate foods exist for the food item, select an Alternate ID from the list of values.
9. TAB to the “OR” Food ID field. If a food substitute exists for the food item, select an “OR” Food ID from the list of values. (*Note: Either the Alternate Food ID <u>or</u> the "OR" Food ID may be entered, but not both fields.)*
10. TAB to the Food Description field and type in the description. Up to nine rows of description may be entered; the first row is required; rows 2 through 9 are optional.
11. If the food is used in vendor price surveys, click the Survey checkbox.
12. If the food can only be part of a custom food package, click the Custom Package checkbox.

13. If the food is considered a special formula, click the Special Formula checkbox. If Special Formula is selected, the system automatically checks the Custom Package checkbox.
14. If the food is a low-iron formula, click the Low Iron Formula checkbox.
15. If the food is a lactose-free product, click the Lactose Free checkbox.
16. If this food requires a Nutritionist's approval prior to issuance, click the Nutritionist Approval checkbox.
17. If this food requires a Physician's prescription prior to issuance, click the Physicians Prescription checkbox.
18. If either the Nutritionist Approval or the Physicians Prescription checkboxes are selected, TAB to the Conditional Period field and type the number of days that a food package containing this food can be prescribed without approval.
19. If the Survey checkbox is selected, place the cursor in the Survey Equivalent field and select the generic food item used to group specific vendor food price survey items.
20. TAB to the Unit Size field and enter the allowable unit size for the food.
21. TAB to the U/M field and select a unit of measure for the food from the list of values.
22. TAB to the Container field and select a container type from the list of values.
23. TAB to the Product field and select a product type from list of values.
24. TAB to the Casepack field and enter the number of units in a case.
25. The Reorder Point field is displayed if this is a special formula that needs to be reordered at a certain point of usage.
26. TAB to the Package field and select the type of packaging for this food from the list of values.
27. TAB to the Manufacturer field and select a manufacturer from the list of values.
28. Click the Notes button in the Food section to enter notes about the food. The Food Notes pop-up window is displayed as shown in the previous section.
29. Enter comments and click the OK button to close the pop-up and return to the Maintain Food Groups window.
30. To update the Food Item with the new Food, click the Save icon.
31. The system displays the message, "Transaction Completed."
32. Click the OK button.
33. After saving a new Food, the Distribution button may be selected to enter Food Distribution information. The Food Distribution pop-up window is displayed as shown in the previous section.
34. For each Number of FIs and FI Sequence # combination, enter the percentage of the food item to be allocated to each food instrument. The system default is for even distribution of the food item among all of the food instruments.
35. Click the OK button to save the distributions and close the pop-up.
36. To save the food distribution for the food item, click the Save icon.
37. The system displays the message, "Transaction Completed."
38. Click the OK button.

Update a Food Group

A Food Group may be updated only if it has not been assigned to food packages yet.

1. Press the F7 key or click the Query icon to initiate a query.
2. The System clears all of the fields.
3. In the Food Item field, enter the Food Item to which you wish to make an update, or select the Food Item from the list of values.
4. Press the F8 key or click the Query icon to execute the query.

5. The System displays any available information for the selected food item.
6. Verify that the information displayed is for the Food Group to be updated.
7. Update the Food Group as needed.
8. Click the Save icon.
9. The system displays the message, "Transaction Completed."
10. Click the OK button to dismiss the message.

Delete a Food From a Food Group

A Food Group may be deleted only if it has not been assigned to food packages yet.

1. Press the F7 key or click the Query icon to initiate a query.
2. The System clears all of the fields.
3. In the Food Item field, enter the Food Item to which you wish to make an addition, or select the Food Item from the list of values.
4. Press the F8 key or click the Query icon to execute the query.
5. The System displays any available information for the selected food item.
6. Verify that the information displayed for the Food Group to be deleted.
7. TAB to the Food ID field, and using the VCR buttons on the toolbar, scroll to locate the Food to be deleted.
8. With the cursor in the Food ID field to be deleted, click the Remove Record icon. The food item is removed from the table.
9. To permanently remove the food item from the system, click the Save icon.
10. The system displays the message, "Transaction Completed."
11. Click the OK button.

Figure 6 – Maintain Food Groups

Fields

Food Item - The food items listed by Arizona WIC approved food groups. This field is mandatory. This item may be entered directly or selected from a list of values.
Food ID - The user specified identifier of WIC approved foods. This field is mandatory.
Alternate Food ID - An alternate food ID that can be used in place of the main food. This food is issued on alternate months. This field is optional.
"OR" Food ID - A food ID that is always associated with the main food. Both foods are printed on food instruments. An example of this is juice. This field is optional.
Survey Equivalent – The generic food item used to group specific vendor food price survey items. For example, the survey equivalent for 'Cheddar' is 'Cheese.' This field is only available if the survey checkbox is checked. This field is optional.
Food Description (1-9) - Description of the WIC approved food. Line 1 is mandatory while lines 2-9 are optional.
Conditional Period – The number of days that a food package containing this food can be prescribed without approval. This field is enabled and mandatory if either the Nutritionist Approval or Physicians Prescription checkboxes are checked. This field defaults to 30 days.
Unit Size - The allowable size of the food described. This field is mandatory.
U/M - The unit of measure in which the food is issued. This field is mandatory.
Container - The packaging of the food described. This field is mandatory.
Product - A description of how the product is packaged (ready-to-feed, powdered, etc). This field is mandatory.

Casepack - The number of units in a case. This field is optional and is primarily used for formula.
Reorder Point - The point at which more food needs to be reordered. This applies to special formula. This field is display only.
Package - The type of packaging in which the food is sold. This field is optional.
Manufacturer - The manufacturer of the food described. This field is optional.

Check Box(es)

Survey - Clicking this checkbox signifies that this food is to appear on the vendor price survey.
Custom Package - Clicking this check box signifies that this food can only be utilized in custom packages.
Special Formula - Clicking on this check box signifies that this food is a special (medically necessary) formula.
Lactose Free – Clicking this checkbox indicates that the food is a lactose-free product.
Low Iron Formula – Clicking this checkbox indicates that the formula is low iron.
Nutritionist Approval – Clicking this checkbox indicates that issuing the formula requires a Nutritionist's approval.
Physicians Prescription – Clicking this checkbox indicates that the formula can only be issued with a Physician's prescription.

Push Button(s)

Notes (Food Item) - Displays a food item notes pop-up where the user can enter or display any comments for the food item.
Distribution - Displays a distribution pop-up for setting up the distribution of the food for food instruments.
Notes (Food) - Displays a food note pop-up to display or modify/add comments about the food.

Figure 7 – Maintain Food Groups (Food Item Notes Pop-up)

Fields

Comment - The user definable comment regarding the food item. This field is optional.

Push Button(s)

OK - Closes the Food Item Notes pop-up and returns the user to the Maintain Food Groups window.

Figure 8 – Maintain Food Groups (Food Notes Pop-up)

Fields

Comment - The user definable comment regarding the sequence placement of the food item. This field is optional.

Push Button(s)

OK - Closes the Food Notes pop-up window and returns user to Maintain Food Groups.

Figure 9 - Maintain Food Groups (Food Distribution Pop-up)

Fields

Package Size –The package type for this food. This field is optional.
FI Sequence # - The food instrument on which the food item is to be placed. (In the sequence of FIs for the entire food package). This field is display only.
Percentage - The quantity of food on each FI type for a particular number of FIS in a food package. This field is mandatory.

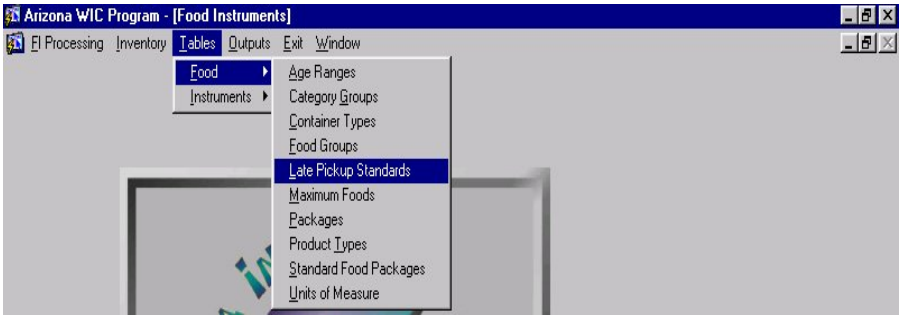
Push Button(s)

OK - Closes the Food Distribution pop-up window and returns user to Maintain Food Groups.

Maintain Late Pickup Standards

To Maintain Late Pickup Standards:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Late Pickup Standards as shown below:



The Maintain Late Pickup Standards window is displayed:

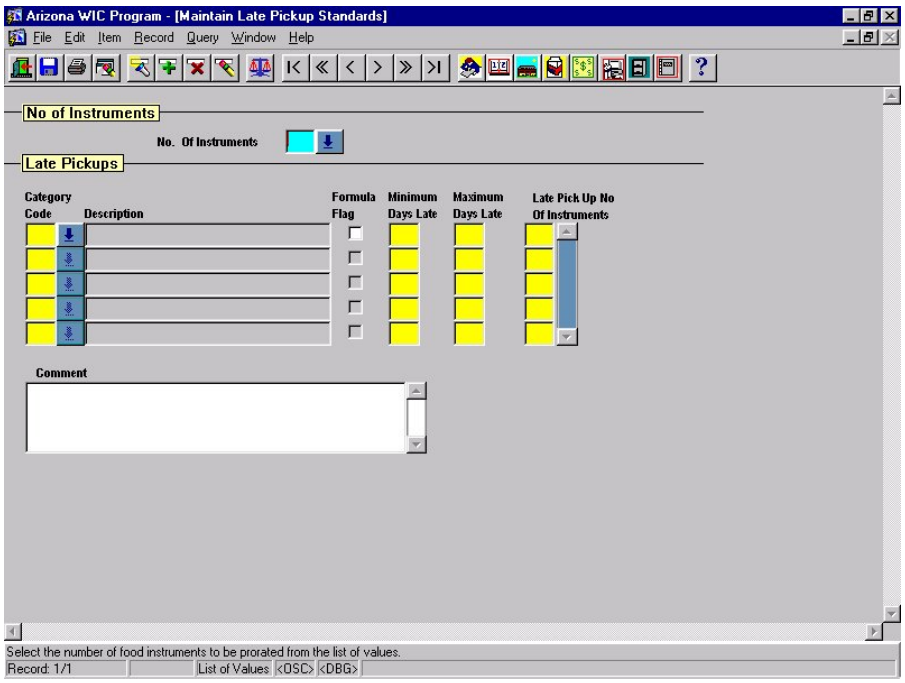


Figure 10 - Maintain Late Pickup Standards

Add a Late Pickup Standard

1. Select the No. of Food Instruments from the list of values.
2. TAB to the Category Code field and select a new Category Code from the list of values.

3. TAB to the Formula Flag field and mark as checked in order to allow for different late pickup rules to be defined for food packages containing formula.
4. TAB to the Minimum Days Late field and enter the number of days after the 'first date to use' on the beginning food instrument from which the reduction calculation begins.
5. TAB to the Maximum Days Late field and enter the number of days after the 'first date to use' that concludes this late pickup period.
6. TAB to the Late Pickup No. of Instruments field and enter the number of food instruments remaining in the food package to be issued.
7. TAB to the Comments field and enter any applicable comments.
8. To update the System with the new Late Pickup Standard, click the Save icon.
9. The System displays the message, "Transaction Completed."
10. Click the OK button.

Update a Late Pickup Standard

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. Enter the No. of Food Instruments field for the Late Pickup Standard to be updated.
4. Press the F8 key or click the Query icon to execute the query.
5. Scroll to locate the Category Code for which you wish to update the Late Pickup Standards.
6. Update as needed.
7. Click the Save icon.
8. The System displays the message, "Transaction Completed."
9. Click the OK button.

Delete a Late Pickup Standard

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. Enter the No. of Food Instruments field for the Late Pickup Standard to be updated.
4. Press the F8 key or click the Query icon to execute the query.
5. The System displays all known data corresponding to this Late Pickup Standard.
6. Verify that the information being displayed is for the Late Pickup Standard to be deleted.
7. Click the row of the Category Code to be deleted.
8. Click the Remove Record icon. The Category Code is removed from the table.
9. To permanently remove the category group from the System, click the Save icon.
10. The System displays the message, "Transaction Completed."
11. Click the OK button.

Figure 10 - Maintain Late Pickup Standards

Fields

No. of Instruments – The number of food instruments in the food package issued. This field is mandatory, and is populated when the 'Max # of Instruments' Financial Static Factor is set. The range of values is set from 1 to the 'Max # of Instruments' value.
Category Code – The participant category code that is assigned to each participant based upon their age and status (i.e., woman, postpartum) is selected from the list of values. This field is mandatory.
Description – The description of the category is displayed.

Minimum Days Late - This field is for the minimum days late (the number of days after the 'first date to use' on the beginning food instrument from which the reduction calculation begins). This field is mandatory.
Maximum Days Late - This field is the maximum days late (the number of days after the 'first date to use' that concludes this late pickup period). This field is mandatory.
Late Pickup No. of Instruments - The number of food instruments remaining in the food package to be issued. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

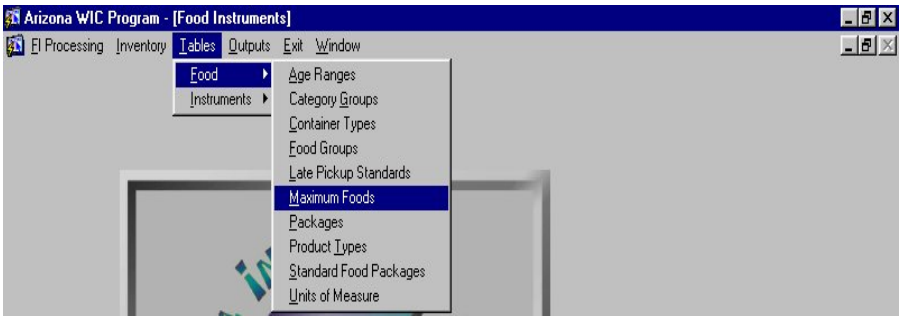
Check box(es)

Formula Flag - Clicking this checkbox allows for the differentiation of food instruments that contain formula, and allows different late pickup rules to be defined for food packages containing formula

Maintain Maximum Foods

To Maintain Maximum Foods:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Maximum Foods as shown below:



The Maintain Maximum Foods window is displayed:

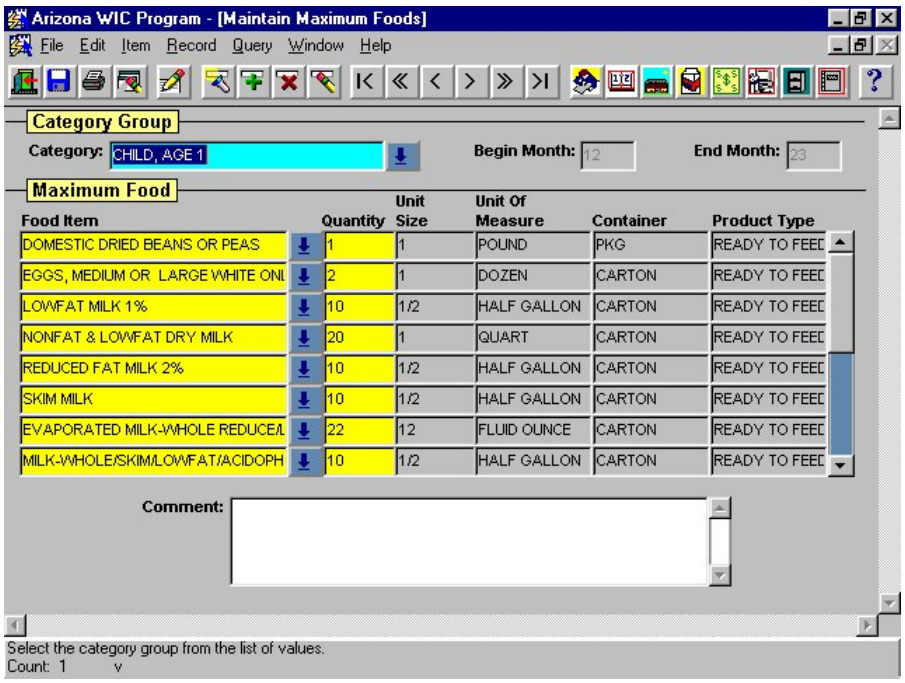


Figure 11 - Maintain Maximum Foods

Add a Maximum Food

1. Press the F7 key or click the Query icon to invoke the query mode.
2. Click the arrow to the right of the Category and select a category from the list of values.
3. Press the F8 key or click the Query icon to execute the query.

4. The System displays any existing Maximum Food settings already listed for the category.
5. Position the cursor on a Food Item row in the Maximum Food section of the screen.
6. Click the Insert Record icon. A blank row is inserted after where the cursor is positioned.
7. Select a Food Item from the list of values. The System displays the Unit Size, Unit of Measure, Container and Product Type fields once the Food Item is selected.
8. TAB to the Quantity field and enter the maximum number of units of the food item. This must be a number between .25 and 100.
9. TAB to the Comments field and enter any applicable comments.
10. To update the system with the new Maximum Food, click the Save icon.
11. The system displays the message, “Transaction Completed.”
12. Click the OK button.

Update a Maximum Food

Only the Quantity and Comments for a Maximum Food Item may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. Select the Category from the list of values.
4. Press the F8 key or click the Query icon to execute the query.
5. The System displays any known data corresponding to Maximum Foods for this Category Group.
6. Verify that the information displayed is for the Maximum Foods to be updated.
7. Click the Quantity or Comments field of the food item to be updated.
8. Update as needed.
9. To update the System with your changes, click the Save icon.
10. The system displays the message, “Transaction Completed.”
11. Click the OK button.

To update a food item, see “Update a Food Group.”

Delete a Maximum Food

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. Select the Category from the list of values.
4. Press the F8 key or click the Query icon to execute the query.
5. The System displays any known data corresponding to Maximum Foods for this Category Group.
6. Verify that the information displayed is for the Maximum Foods to be deleted.
7. Click the row of the maximum food setting to be deleted.
8. Click the Remove Record icon. The food item is removed from the table.
9. To permanently remove the maximum food setting from the system, click the Save icon.
10. The system displays the message, “Transaction Completed.”
11. Click the OK button.

Figure 11 - Maintain Maximum Foods

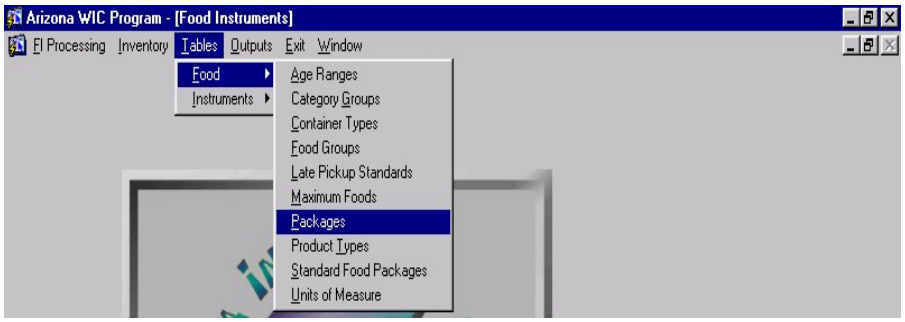
Fields

Category - The participant classification is selected from the list of values. The list of values selected populates the category, begin month and end month fields. This field is mandatory.
Begin Month - The age range begin month (i.e., 0-11 months, 12-23 months, etc.). This field is display only.
End Month - The age range end month (i.e., 0-11 months, 12-23 months, etc.). This field is display only.
Food Item - Clicking on the list of values button allows the user to select the food item. For more information, refer to the Maintain Food Groups window. This field is mandatory.
Quantity - The maximum quantity allowed for the selected food item. This field is mandatory.
Unit Size - The unit size for the selected food item. This field is display only.
Unit of Measure - The unit of measure for the selected food item. This field is display only.
Container - The container type for the selected food item. This field is display only.
Product Type - How the product is packaged. For more information, refer to the Maintain Product Types window. This field is display only.
Comment - The user may provide any comments or remarks. This field is optional.

Maintain Packages

To Maintain Packages:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Packages as shown below:



The Maintain Packages window is displayed:

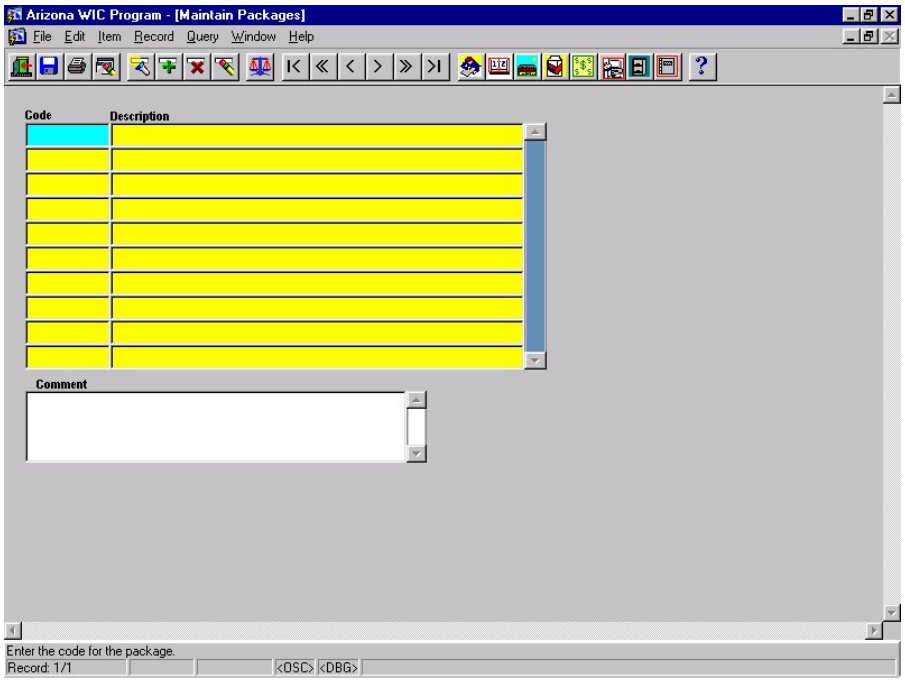


Figure 12 - Maintain Packages

Add a Package

1. The System defaults the cursor to highlight the code number under the first entry in the Code field. The System also displays the Description and any existing Comments for the Package.
2. Click the Insert Record icon on the toolbar. The System creates a blank row under the Code and Description where the cursor was positioned.

3. The cursor is in the Code field. Type in a code for the package. If the code you choose is already in use for another package, the System displays a pop-up window indicating: "Row already exists with the same Code." Click the OK button, delete the Code inserted, and enter a different code.
4. TAB to the Description field and enter a description for the Package.
5. TAB to the Comment field and enter any applicable comments.
6. To update the system with the new package, click the Save icon.
7. The system displays the message, "Transaction Completed."
8. Click the OK button.

Update a Package

Only the Description and Comments for a package may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code field.
4. In the appropriate field, enter either the Code or the Description of the Package being updated.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this Package.
7. Verify that the information displayed is for the Package to be updated.
8. Update the Description or Comments as needed. *(Note: The System does not allow updates to the Code itself. If attempted, the System indicates: "Field is protected against update.")*
9. To update the system with the modified package, click the Save icon.
10. The system displays the message, "Transaction Completed."
11. Click the OK button.

A Package Code may not be directly updated. To update a Package Code, delete the Package, and then, add a new package with the desired attributes.

Delete a Package

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code field.
4. In the appropriate field, enter either the Code or the Description of the package being deleted.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this package.
7. Verify that the information being displayed is for the package to be deleted.
8. Click the Remove Record icon. The package is removed from the table leaving the fields blank.
9. To permanently remove the package from the system, click the Save icon.
10. The system displays the message, "Transaction Completed."
11. Click the OK button.
12. To verify that the deletion has worked successfully, repeat steps 1-5 above. If the deletion was successful, after pressing the F8 key, the System displays the following error message: "Query caused no records to be retrieved. Re-enter."

Figure 12 - Maintain Packages

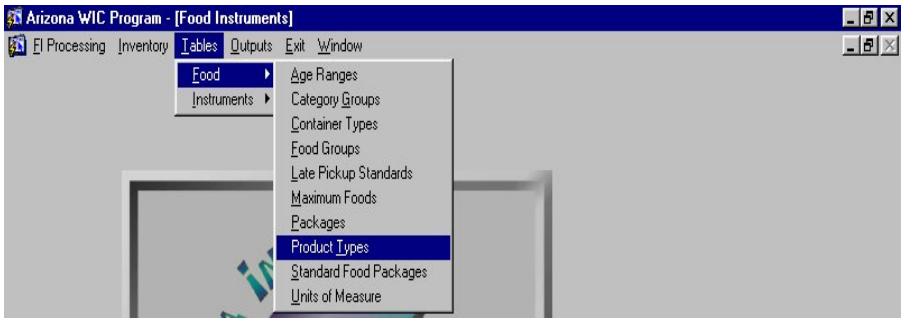
Fields

Code - The package code to be entered by the user. This field is mandatory.
Description - The user enters the package description here. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

Maintain Product Types

To Maintain Product Types:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Product Types as shown below:



The Maintain Product Types window is displayed:

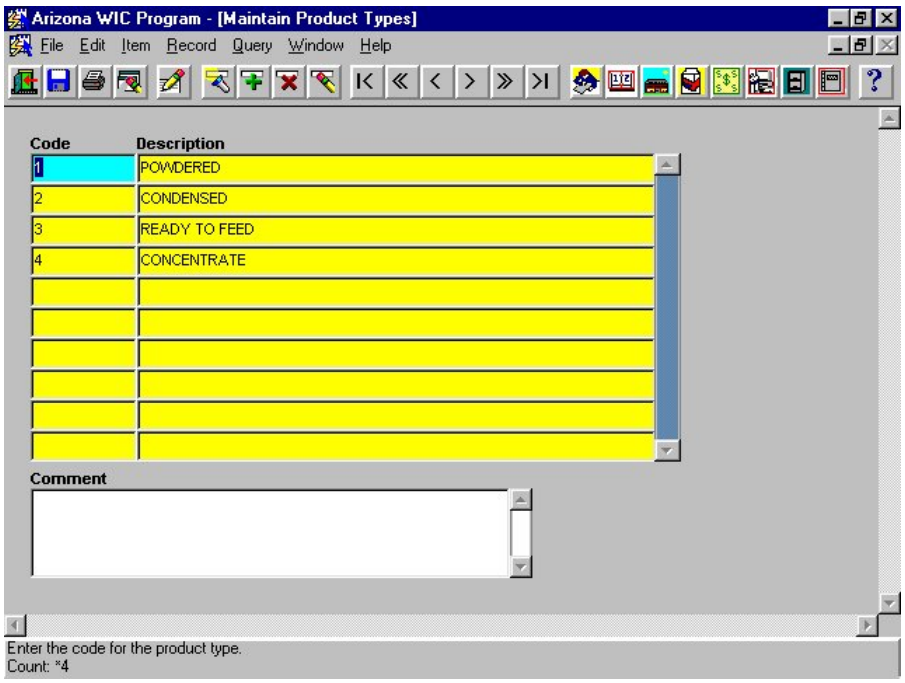


Figure 13 - Maintain Product Types

Add a Product Type

1. The System defaults the cursor to highlight the code number under the first entry in the Code field. The System also displays the Description and any existing Comments for the Product Type.

2. Click the Insert Record icon on the toolbar. The System creates a blank row under the Code and Description where the cursor was positioned.
3. The cursor is in the Code field. Type in a code for the product type. If the code you choose is already in use for another product type, the System displays a pop-up window indicating: "Row already exists with the same Code." Click the OK button, delete the Code inserted, and enter a different code.
4. TAB to the Description field and enter a description for the Product Type.
5. TAB to the Comment field and enter any applicable comments.
6. To update the system with the new product type, click the Save icon.
7. The system displays the message, "Transaction Completed."
8. Click the OK button.

Update a Product Type

Only the Description and Comments for a product type may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code field.
4. In the appropriate field, enter either the Code or the Description of the Product Type being updated.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this Product Type.
7. Verify that the information displayed is for the Product Type to be updated.
8. Update the Description or Comments as needed. *(Note: The System does not allow updates to the Code itself. If attempted, the System indicates: "Field is protected against update.")*
9. To update the system with the modified product type, click the Save icon.
10. The system displays the message, "Transaction Completed."
11. Click the OK button.

A Product Type Code may not be directly updated. To update a Product Type Code, delete the Product Type, and then, add a new product type with the desired attributes.

Delete a Product Type

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code field.
4. In the appropriate field, enter either the Code or the Description of the product type being deleted.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this product type.
7. Verify that the information being displayed is for the product to be deleted.
8. Click the Remove Record icon. The product type is removed from the table leaving the fields blank.
9. To permanently remove the product type from the system, click the Save icon.
10. The system displays the message, "Transaction Completed."
11. Click the OK button.
12. To verify that the deletion has worked successfully, repeat steps 1-5 above. If the deletion was successful, after pressing the F8 key, the System displays the following error message: "Query caused no records to be retrieved. Re-enter."

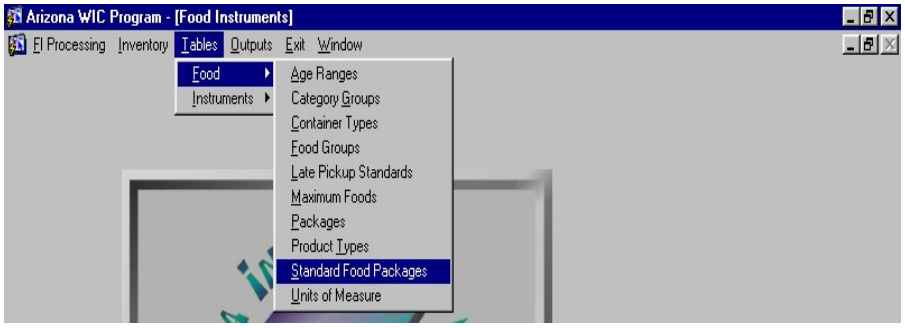
Figure 13 - Maintain Product Types
Fields

Code - The product type code is created here. This field is mandatory.
Description - The user creates the product type description here. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

Maintain Standard Food Packages

To Maintain Standard Food Packages:

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Standard Food Packages as shown:



The Maintain Standard Food Packages window is displayed:

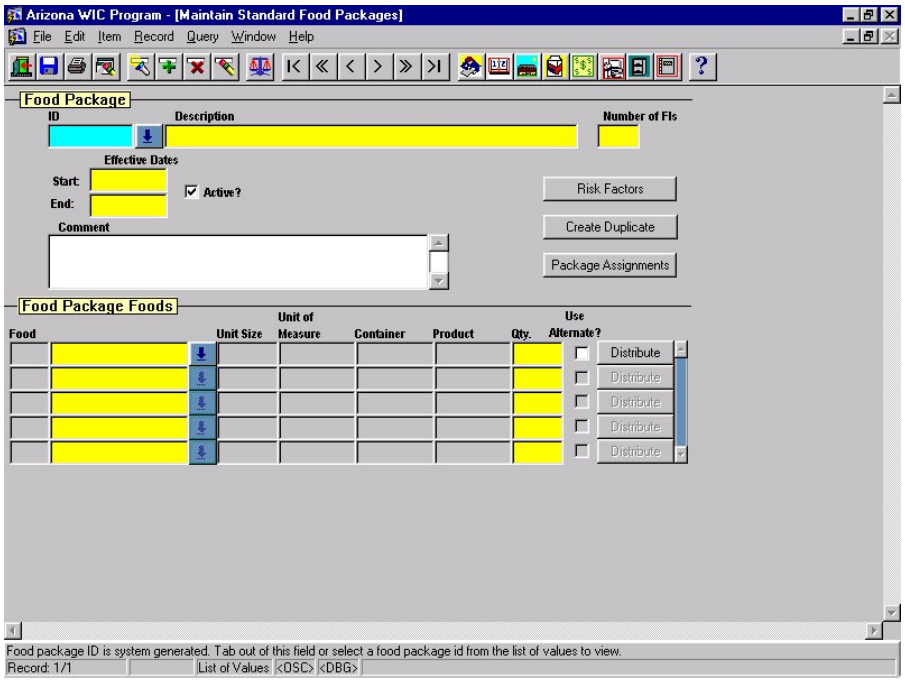


Figure 14 - Maintain Standard Food Packages

Add a Standard Food Package

1. Upon entering this window, the system may display the message "This package has been assigned to participants. Changes are not allowed except to the active status." Click the OK button and the message box closes.

2. With the cursor in the ID field, click the Insert Record icon and the system inserts a blank row after where the cursor was positioned.
3. Press the TAB key once to move the cursor from the ID field to the Description field and the system automatically assigns the next logical alphanumeric Food Package ID for this new food package.
4. Enter the Description of the food package being added.
5. TAB to the Number of FIs field. Then enter the number of food instruments for the food package.
6. TAB to the Effective Dates-Start field and enter the date this food package can start being issued to participants.
7. TAB to the Effective Dates-End field and enter the last date this food package can be issued to participants.
8. Click the check box to the left of the Active? field in order to deactivate the active status to which the field defaults.
9. TAB to the Comments field, then enter any information about this food package.
10. Click the Risk Factors push button and the System displays the Food Package Risk Factors pop-up window:

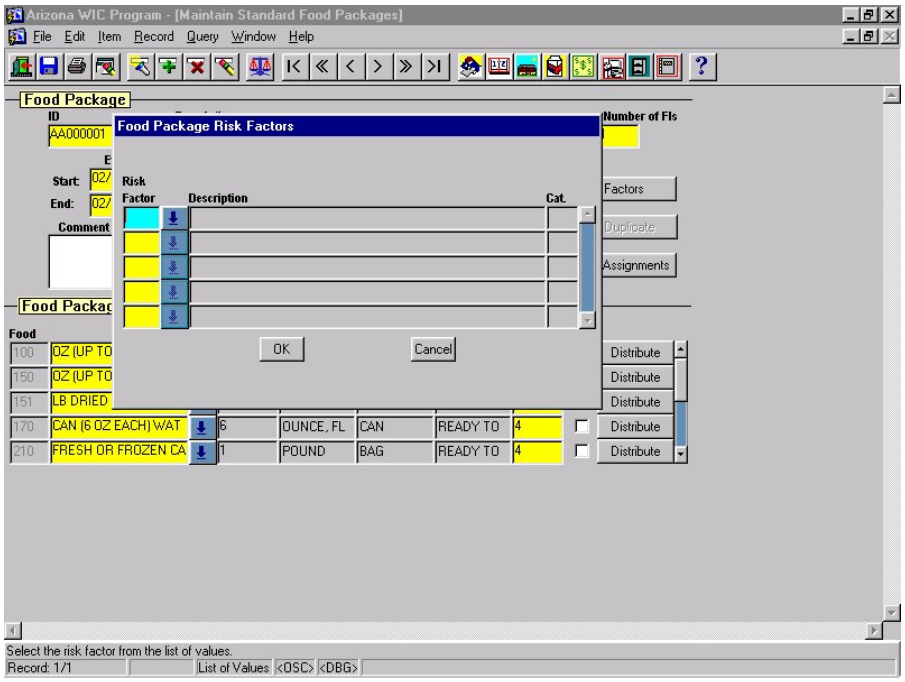


Figure 15 - Maintain Standard Food Packages (Food Package Risk Factors Pop-up Window)

9. Click the list of values button to the right of the Risk Factor field, then select the risk factor that is to be assigned to this food package. The System automatically populates the Risk Factor and Description fields in the top row.
10. Press the down arrow ↓ once to move to the next row and repeat the step above if there is another risk factor to be assigned to this food package. After adding the last risk factor, click the OK button to close the pop-up window and return to the Maintain Standard Food Packages window.

11. Click the Package Assignment push button to display the Package Assignments pop-up window:

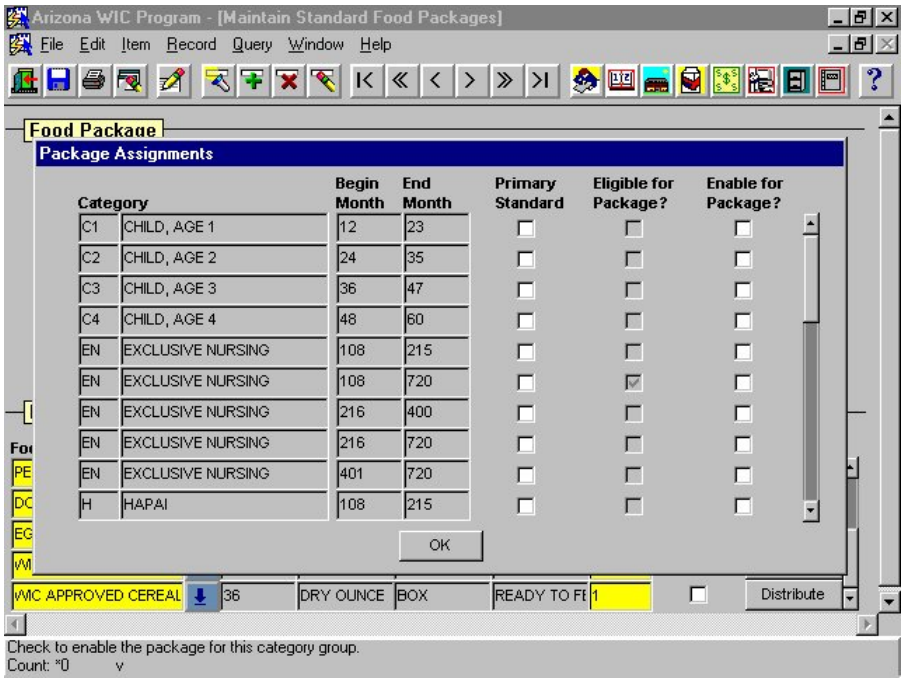


Figure 16 - Maintain Standard Food Packages (Package Assignments Pop-up Window)

12. The System displays all the Categories for which the package may be assigned.
13. Select the Primary Standard checkbox to make this food package be the primary standard for the selected category.
14. The System displays the Eligible for Package? checkbox as checked if the package can be assigned to the corresponding category.
15. Select the Enable for Package? Checkbox to assign the corresponding food package to the category.
16. Repeat this step for all categories to which you want to assign this food package.
17. Click the OK button to close the pop-up window and return to the Maintain Standard Food Packages window.
18. Click the list of values button to the right of the Food field, then select the first food to be included in this package from the list of values. The System automatically populates the Food, Unit Size, Unit of Measure, Container, and Product fields with the information corresponding to this food.
19. TAB to the Qty field, and enter the number of units of this food to be included in the package.
20. Click the check box under the Use Alternate? field if the alternate food for the one chosen is also to be included in the package. *(Note: If you click this checkbox, and the food chosen doesn't have an alternate, the system displays a message box indicating: "This food has no alternate.")*
21. Click the Distribute button and the System displays the Food Distribution pop-up window:

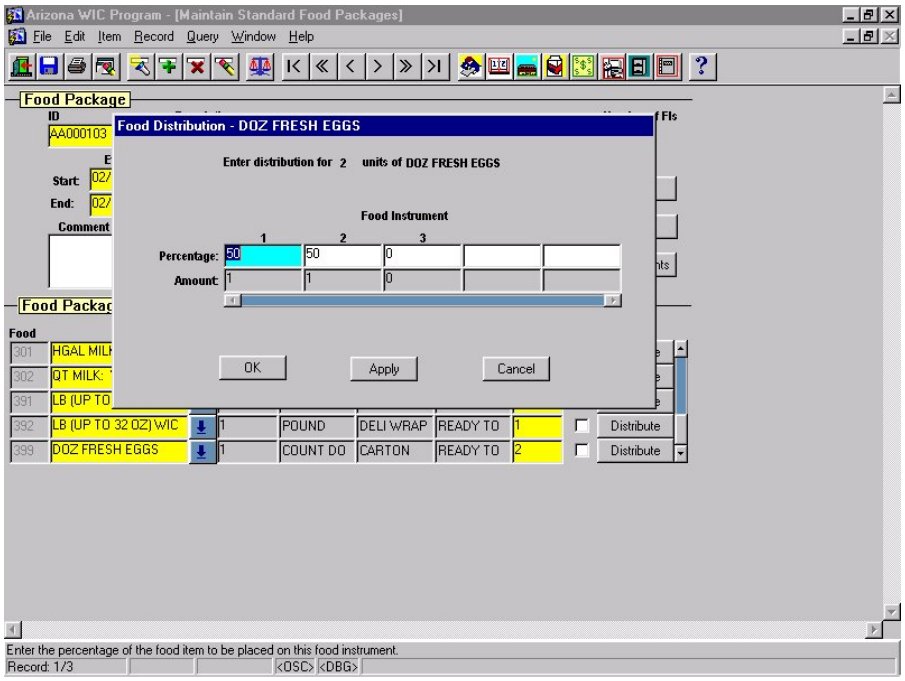


Figure 17 - Maintain Standard Food Packages (Food Distribution Pop-up Window)

22. The System automatically distributes the food instrument unit quantity over an equal amount of food instruments.
23. To change the distribution schedule, for instance, all five units of milk to be on the first instrument click the Percentage field under the number 1.
24. Delete the percentage in that field and enter the number 100. TAB to the subsequent percentage fields and change those fields to zero. *(Note: The sum of all the percentage fields must equal 100.)*
25. Click the Apply button and the System redistributes the Amount fields to correspond to the Percentages entered.
26. Click the OK button when the distribution is completed.
27. Repeat this process for any additional foods to include redistribute in this new package.
28. Click the Save icon.
29. The system displays the message, "Transaction Completed."
30. Click the OK button.

Update a Standard Food Package

1. Press the F7 key or click the Query icon to initiate a query.
2. The System automatically clears all of the fields.
3. In the appropriate field, enter either the ID number or the Description of the Standard Food Package being updated.
4. Press the F8 key or click the Query icon to execute the query.
5. The System displays any known data corresponding to this Standard Food Package. If the package shown on the screen has been assigned to participants already, the system will indicate: "This package has been assigned to participants. Changes are not allowed." Click the OK button and the message box will leave the screen.
6. Verify that the information displayed is for the Standard Food Package being updated.

7. Click once in the first field on the left of any row in the Food Package section to be deleted. Click the Remove Record icon and the system clears that record from the screen. Do the same for any Risk Factors.
8. Click the first field on the left of any row in the Food Package section, and then click the Insert Record icon to add a food to a package. Follow the steps outlined in the section above: *Add a Standard Food Package.*
9. Click on the Package Assignments and assign the food package to the appropriate categories.
10. Click OK to close the Package Assignments screen.
11. Upon completion of the updates, click the Save icon.
12. The system displays the message "Transaction Completed."
13. Click the OK button.

Delete a Standard Food Package

A Food Package cannot be deleted. It can only be made inactive.

Figure 14 - Maintain Standard Food Packages

Fields

ID - The identification code for the standard food package is selected from the list of values. This field is System generated.
Description - The description for the standard food package is displayed here. This field is mandatory.
Number of FIs - The number of food instruments for the food package. This field is mandatory.
Effective Dates-Start - If the Active checkbox is checked, this date is the date that this food package can start being issued to participants. This field is mandatory.
Effective Dates-End - If the Active checkbox is checked, this date is the date that this food package can no longer be prescribed to participants. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.
Food - Clicking on the list of values allows the user to select foods. For more information, refer to the Maintain Food Groups window. The only foods the user can select are those that fall into an appropriate Food Item, as listed on the Arizona WIC Program Approved Food List. To see what food groups these are, the user can query the Maintain Maximum Foods window. This field is mandatory.
Unit Size - The size of the unit for the food selected. This field is display only.
Unit of Measure - The unit of measure for the food. This field is display only.
Container - The description of the container for the food. This field is display only.
Product - The form in which the food ID is sold. This field is display only.
Qty. - The quantity of food to be included in the food package. This field is mandatory. If the quantity exceeds the maximum allowable amounts, an error message is displayed.

Check Box(es)

Active? - This checkbox is checked if the package can be prescribed to participants.
Use Alternate? - This checkbox is checked if the alternate food is to be included on food instruments in the package.

Push Button(s)

Risk Factors - This button allows the user to designate which risk factors are assigned to this food package.
Create Duplicate - This button allows the user to duplicate the current package to use as the basis for a new standard package.
Package Assignments - This button allows the user to assign the package to the appropriate category/age range.
Distribute - This button allows the user to change the distribution of food across the food instruments.

Figure 15 - Maintain Standard Food Packages (Food Package Risk Factors Pop-up Window)

Fields

Risk Factor - The risk factor assigned to the standard food package. This field is optional.
Description - The description of the risk factor. This field is display only.
Cat. - The WIC eligibility category. This field is display only. This field is filled from the selected risk factor.

Push Button(s)

OK - Clicking this button closes the Food Package Risk Factors window and returns the user to the Maintain Standard Food Package.
Cancel - This button closes the Food Package Risk Factors pop-up window without saving any changes.

Figure 16 - Maintain Standard Food Packages (Package Assignments Pop-up Window)

Fields

Category - The category of the category group to which the food package may be assigned. This field is display only.
Begin Month - The beginning month of the category group for which the package may be assigned. This field is display only.
End Month - The ending month of the category group for which the package may be assigned. This field is display only.

Check Box(es)

Primary Standard - Checking this box makes the current package the primary standard for the category group.
Eligible for Package ? - If this checkbox is marked, it indicates that the package can be assigned to the category group. This field is display only.
Enable for Package ? - Checking this box assigns the current package to the category group.

Push Button(s)

OK - Clicking this button closes the Package Assignments pop-up and returns the user to the Maintain Standard Food Packages window.

Figure 17 - Maintain Standard Food Packages (Food Distribution Pop-up Window)

Fields

Percentage - The percentage of the food item to be distributed onto each food instrument. This field is mandatory and defaults from the distribution entered on the Maintain Food Groups window.
Amount - The amount of the food item to be distributed on the basis of percentage. This field is display only.

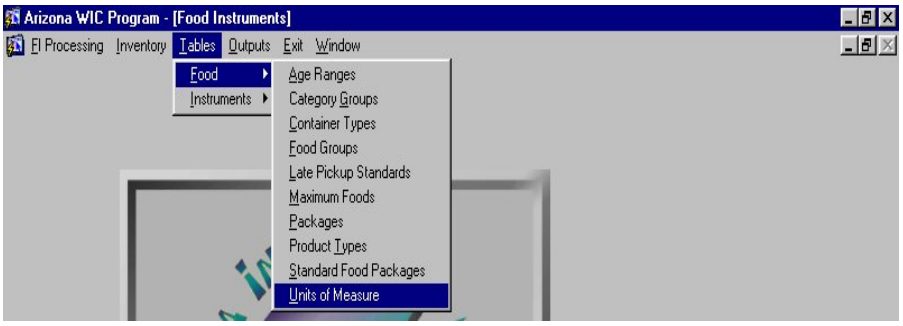
Push Button(s)

OK - Clicking on this button closes the distribution pop-up and returns the user to the Maintain Standard Food Packages window.
Apply - Distributes the food items over the food instrument package on the basis of the percentage displayed.
Cancel - Clicking on this button cancels the current operation and closes the Food Distribution pop-up.

Maintain Units of Measure

To Maintain Units of Measure

1. Click Tables on the Food Instrument main menu.
2. Click Food. The sub-menu is displayed.
3. Click Units of Measure as shown below:



The Maintain Units of Measure window is displayed:

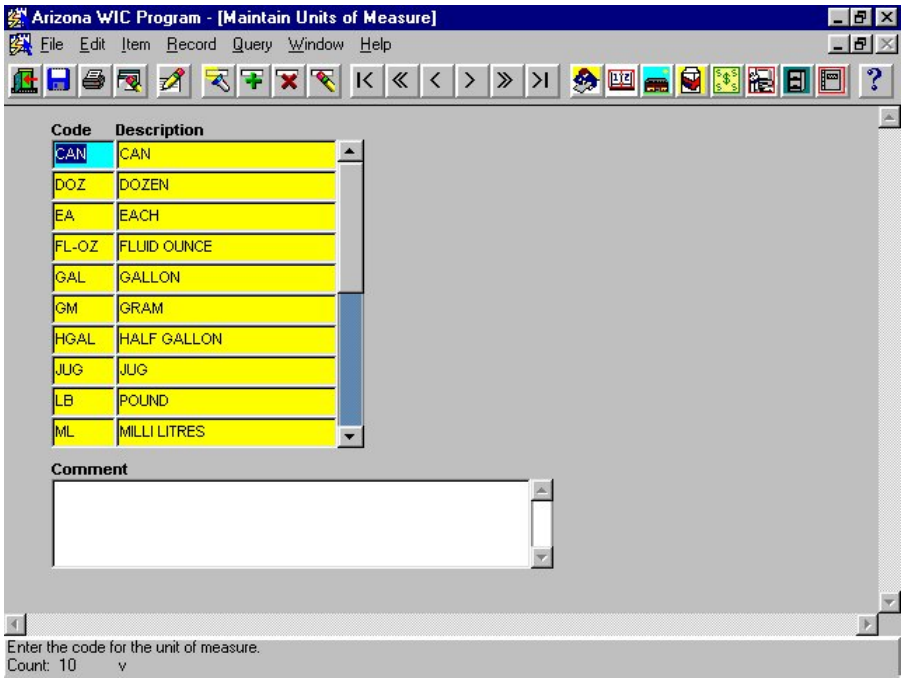


Figure 18 - Maintain Units of Measure

Add a Unit of Measure

1. The System defaults the cursor to highlight the code number under the first entry in the Code field. The System also displays the description and any existing Comments for that Unit of Measure.

2. Click the Insert Record icon. A blank row is inserted after the row where the cursor was positioned. The cursor is in the Code field.
3. Enter the Code for the unit of measure. If the Code you choose is already in use for another Unit of Measure, the System displays a pop-up message indicating: “Row already exists with same Code.” Click the OK button, delete the Code, and enter a different code.
4. TAB to the Description field and enter the description for the unit of measure.
5. TAB to the Comment field and enter any applicable comments.
6. To update the system with the new unit of measure, click the Save icon.
7. The system displays the message, “Transaction Completed.”
8. Click the OK button.

A unit of measure may not be duplicated. See “Update a Unit of Measure.”

Update a Unit of Measure

Only the Description and Comments for a Unit of measure may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the Unit of Measure being updated.
5. Press the F8 key or the Query icon to execute the query.
6. The System displays any known data corresponding to this Unit of Measure.
7. Verify that the information displayed is for the Unit of Measure to be updated.
8. Update the Description and/or Comments as needed.
9. Click the Save icon.
10. The system displays the message, “Transaction Completed.”
11. Click the OK button.

A Unit of Measure code may not be directly updated. To update a Unit of Measure, first delete the unit of measure, and then add a new unit of measure with the desired attributes.

Delete a Unit of Measure

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code field.
4. In the appropriate field, enter either the Code or the Description of the Unit of Measure being deleted.
5. Press the F8 key or the Query icon to execute the query.
6. The System displays any known data corresponding to this Unit of Measure.
7. Verify that the information being displayed is for the Unit of Measure being deleted.
8. Click the Remove Record icon. The unit of measure is removed from the table.
9. To permanently remove the unit of measure from the system, click the Save icon.
10. The system displays the message, “Transaction Completed.”
11. Click the OK button.

Figure 18 - Maintain Units of Measure

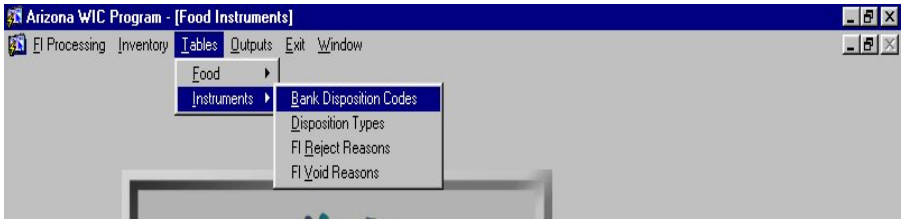
Fields

Code - The code for the unit of measure created by the user. This field is mandatory.
Description - The units of measure description created here by the user. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

Maintain Bank Dispositions

To Maintain Bank Dispositions:

1. Click Tables on the Food Instrument main menu.
2. Click Instruments. The sub-menu is displayed.
3. Click on Bank Disposition as shown below:



The Maintain Bank Disposition window is displayed:

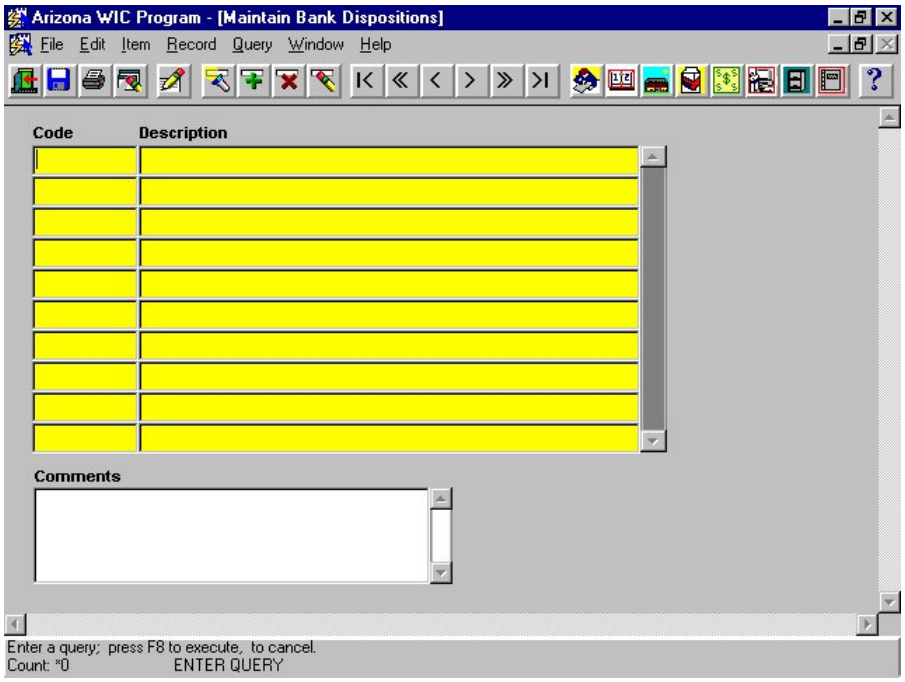


Figure 19 - Maintain Bank Dispositions

Add a Bank Disposition

1. The System defaults the cursor to highlight the code under the first entry in the Code field. The System also displays the Description and any existing Comments for that Bank Disposition.
2. Click the Insert Record icon. A blank row is inserted after the row where the cursor was positioned. The cursor is in the Code field.

3. Enter the Code for the bank disposition. If the code you choose is already in use for another Bank Disposition, the System displays a pop-up message indicating: “Row already exists with the same Code.” Click the OK button, delete the Code, and enter a different number.
4. TAB to the Description field and enter the Description for the bank disposition in the corresponding field.
5. TAB to the Comments field and enter any applicable comments.
6. To update the system with the new bank disposition, click the Save icon.
7. The system displays the message, “Transaction Completed.”
8. Click the OK button.

A bank disposition may not be duplicated. See “Update a Bank Disposition.”

Update a Bank Disposition

Only the Description and Comments fields for a Bank Disposition may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the Bank Disposition being updated.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this Bank Disposition.
7. Verify that the information displayed is for the Bank Disposition being updated.
8. Update the Description and/or Comments as needed.
9. Click the Save icon.
10. The system displays the message “Transaction Completed.”
11. Click the OK button.

A Bank Disposition code may not be directly updated. To update a Bank Disposition code, first delete the Bank Disposition, and then add a new Bank Disposition with the desired attributes.

Delete a Bank Disposition

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the Bank Disposition being deleted.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this Bank Disposition.
7. Verify that the information displayed is for the Bank Disposition to be deleted.
8. Click the Remove Record icon. The bank disposition is removed from the table.
9. To permanently remove the bank disposition from the system, click the Save icon.
10. The system displays the message, “Transaction Completed.”
11. Click the OK button.

Figure 19 - Maintain Bank Dispositions

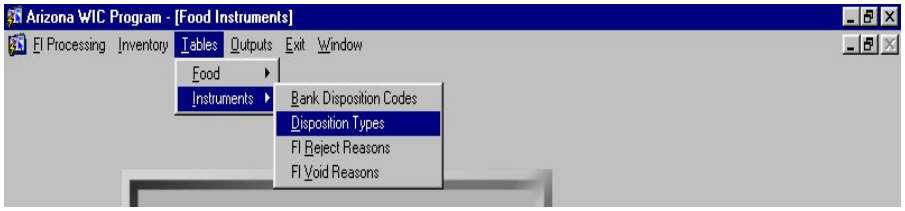
Fields

Code - The bank disposition code created by the user. This field is mandatory.
Description - The bank disposition description created by the user. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

Maintain Disposition Types

To Maintain Disposition Types:

1. Click Tables on the Food Instrument main menu.
2. Click Instruments. The sub-menu is displayed.
3. Click Disposition Types as shown:



The Maintain Disposition Types window is displayed:

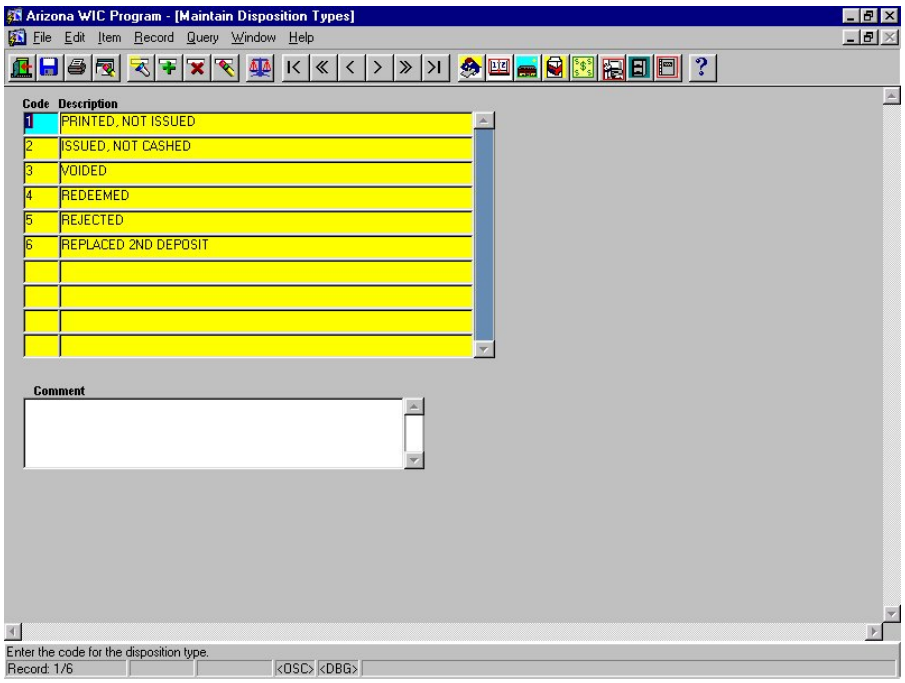


Figure 20 - Maintain Disposition Types

Add a Disposition Type

1. The System defaults the cursor to highlight the code under the first entry in the Code field. The System also displays the Description and any existing Comments for that Disposition Type.
2. Click the Insert Record icon. A blank row is inserted after the row where the cursor was positioned. The cursor is in the Code field.

3. Enter the Code for the bank disposition. If the code you choose is already in use for another Disposition Type, the System displays a pop-up message indicating: “Row already exists with the same Code.” Click the OK button, delete the Code, and enter a different number.
4. TAB to the Description field and enter the Description for the disposition type in the corresponding field.
5. TAB to the Comments field and enter any applicable comments.
6. To update the system with the new disposition type, click the Save icon.
7. The system displays the message, “Transaction Completed.”
8. Click the OK button.

A disposition type may not be duplicated. See “Update a Disposition Type.”

Update a Disposition Type

Only the Description and Comments fields for a Disposition Type may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the Disposition Type being updated.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this Disposition Type.
7. Verify that the information displayed is for the Disposition Type being updated.
8. Update the Description and/or Comments as needed.
9. Click the Save icon.
10. The system displays the message ”Transaction Completed.”
11. Click the OK button.

A Disposition Type code may not be directly updated. To update a Disposition Type code, first delete the Disposition Type, and then add a new Disposition Type with the desired attributes.

Delete a Disposition Type

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the Disposition Type being deleted.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this Disposition Type.
7. Verify that the information displayed is for the Disposition Type to be deleted.
8. Click the Remove Record icon. The disposition type is removed from the table.
9. To permanently remove the disposition type from the system, click the Save icon.
10. The system displays the message, “Transaction Completed.”
11. Click the OK button.

Figure 20 - Maintain Disposition Types

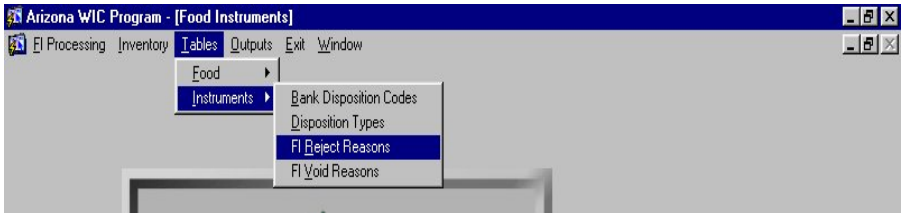
Fields

Code - The disposition type code created by the user. This field is mandatory.
Description - The user creates the disposition type description of food instruments here. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

Maintain FI Reject Reasons

To Maintain FI Reject Reasons:

1. Click Tables on the Food Instrument main menu.
2. Click Instruments. The sub-menu is displayed.
3. Click FI Reject Reasons as shown:



The Maintain FI Reject Reasons window is displayed:

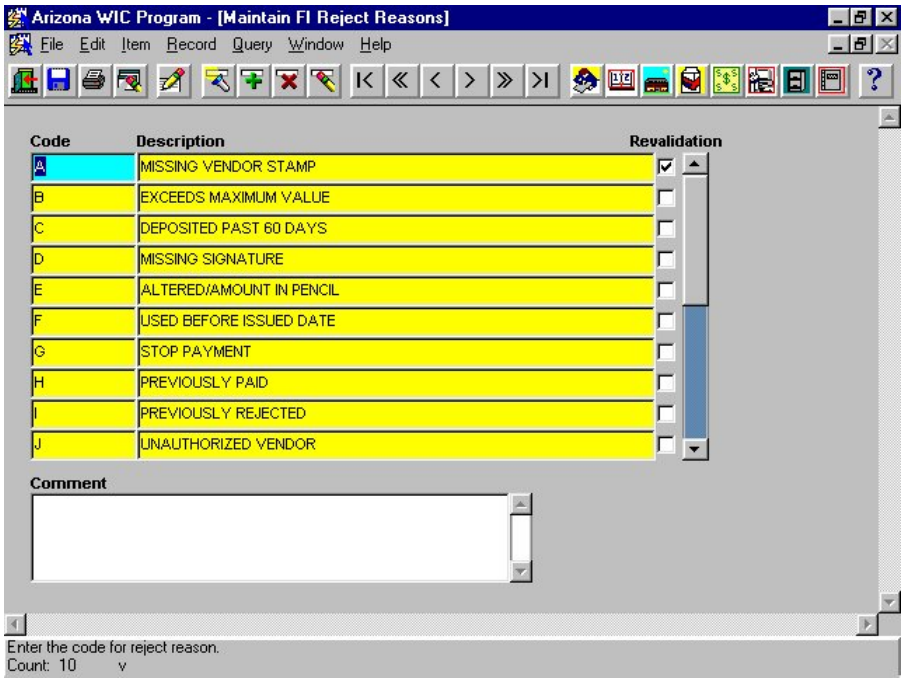


Figure 21 - Maintain FI Reject Reasons

Add a Food Instrument Reject Reason

1. The System defaults the cursor to highlight the code under the first entry in the Code field. The System also displays the Description and any existing Comments for that FI Reject Reason.
2. Click the Insert Record icon. A blank row is inserted after the row where the cursor was positioned. The cursor is in the Code field.

3. Enter the Code for the FI Reject Reason. If the code you choose is already in use for another FI Reject Reason, the System displays a pop-up message indicating: “Row already exists with the same Code.” Click the OK button, delete the Code, and enter a different number.
4. TAB to the Description field and enter the Description for the FI Reject Reason in the corresponding field.
5. TAB to the Revalidation checkbox and click to check if the food instrument can be revalidated after having been rejected for this reason.
6. TAB to the Comments field and enter any applicable comments.
7. To update the system with the new FI Reject Reason, click the Save icon.
8. The system displays the message, “Transaction Completed.”
9. Click the OK button.

A FI Reject Reason may not be duplicated. See “Update a FI Reject Reason.”

Update a FI Reject Reason

Only the Description and Comments fields and Revalidation checkbox for a FI Reject Reason may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the FI Reject Reason being updated.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this FI Reject Reason.
7. Verify that the information displayed is for the FI Reject Reason being updated.
8. Update the Description, Revalidation, and/or Comments as needed.
9. Click the Save icon.
10. The system displays the message “Transaction Completed.”
11. Click the OK button.

A FI Reject Reason code may not be directly updated. To update a FI Reject Reason code, first delete the FI Reject Reason, and then add a new FI Reject Reason with the desired attributes.

Delete a FI Reject Reason

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the FI Reject Reason being deleted.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this FI Reject Reason.
7. Verify that the information displayed is for the FI Reject Reason to be deleted.
8. Click the Remove Record icon. The FI Reject Reason is removed from the table.
9. To permanently remove the FI Reject Reason from the system, click the Save icon.
10. The system displays the message, “Transaction Completed.”
11. Click the OK button.

Figure 21 - Maintain FI Reject Reasons

Fields

Code - The user creates The FI rejection reason codes here. This field is mandatory.
Description - The user creates The FI rejection reason descriptions here. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

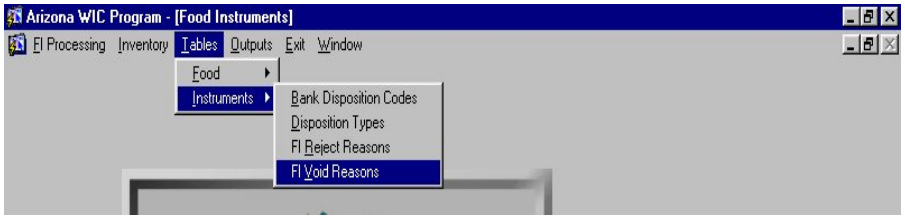
Check Box(es)

Revalidation - This checkbox is checked if the food instrument can be revalidated after having been rejected for this reason.

Maintain FI Void Reasons

To Maintain FI Void Reasons:

1. Click Tables on the Food Instrument main menu.
2. Click Instruments. The sub-menu is displayed.
3. Click FI Void Reasons as shown:



The Maintain FI Void Reasons window is displayed:

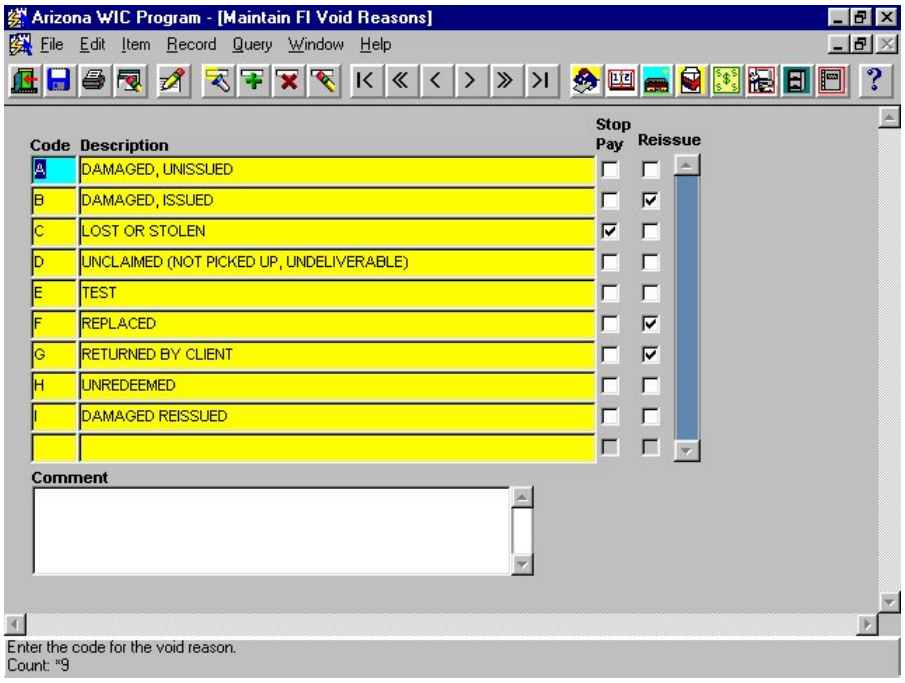


Figure 22 – Maintain Void Reasons

Add a Food Instrument Void Reason

1. The System defaults the cursor to highlight the code under the first entry in the Code field. The System also displays the Description and any existing Comments for that FI Void Reason.
2. Click the Insert Record icon. A blank row is inserted after the row where the cursor was positioned. The cursor is in the Code field.

3. Enter the Code for the FI Void Reason. If the code you choose is already in use for another FI Void Reason, the System displays a pop-up message indicating: “Row already exists with the same Code.” Click the OK button, delete the Code, and enter a different number.
4. TAB to the Description field and enter the Description for the FI Void Reason in the corresponding field.
5. TAB to the Stop Pay checkbox and click to mark as checked if the void reason requires that payment be stopped for the food instrument.
6. TAB to the Reissue checkbox and click to mark as checked if the void reason permits re-issuance of the food instrument.
7. TAB to the Comments field and enter any applicable comments.
8. To update the system with the new FI Void Reason, click the Save icon.
9. The system displays the message, “Transaction Completed.”
10. Click the OK button.

A FI Void Reason may not be duplicated. See “Update a FI Void Reason.”

Update a FI Void Reason

Only the Description and Comments fields and checkboxes for a FI Void Reason may be updated.

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the FI Void Reason being updated.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this FI Void Reason.
7. Verify that the information displayed is for the FI Void Reason being updated.
8. Update the Description, Stop Pay, Reissue, and/or Comments as needed.
9. Click the Save icon.
10. The system displays the message ”Transaction Completed.”
11. Click the OK button.

A FI Void Reason code may not be directly updated. To update a FI Void Reason code, first delete the FI Void Reason, and then add a new FI Void Reason with the desired attributes.

Delete a FI Void Reason

1. Press the F7 key or click the Query icon.
2. The System automatically clears all of the fields.
3. The cursor moves to the first blank under the Code fields.
4. In the appropriate field, enter either the Code or the Description of the FI Void Reason being deleted.
5. Press the F8 key or click the Query icon to execute the query.
6. The System displays any known data corresponding to this FI Void Reason.
7. Verify that the information displayed is for the FI Void Reason to be deleted.
8. Click the Remove Record icon. The FI Void Reason is removed from the table.
9. To permanently remove the FI Void Reason from the system, click the Save icon.
10. The system displays the message, “Transaction Completed.”
11. Click the OK button.

Figure 22 – Maintain Void Reasons

Fields

Code - The code for the void reason created by the user. This field is mandatory.
Description - The description reasons for voiding a food instrument are created here by the user. This field is mandatory.
Comment - The user may provide any comments or remarks. This field is optional.

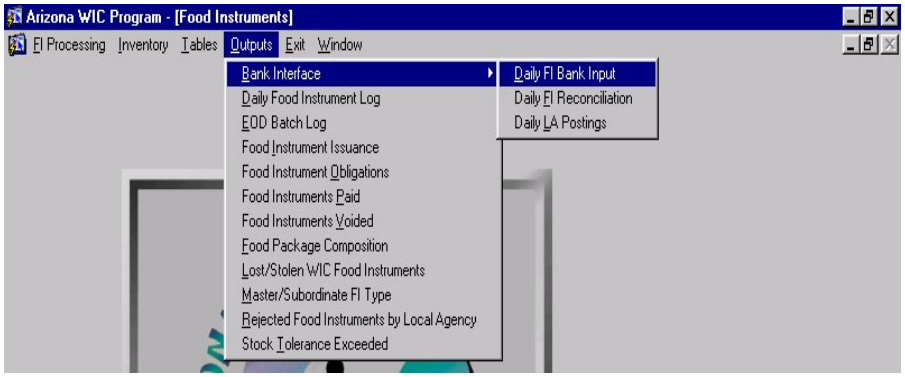
Check Box(es)

Stop Pay - The user can check this checkbox if the void reason requires that payment be stopped for the FI.
Reissue - The use can check this checkbox if the void reason permits re-issuance of the FI.

Report Daily FI Bank Input

To Produce a Daily FI Bank Input Report:

1. Click Outputs on the Food Instrument main menu.
2. Click Bank Interface. The sub-menu is displayed.
3. Click Daily FI Bank Input as shown below:



The Daily FI Bank Input parameter window is displayed:

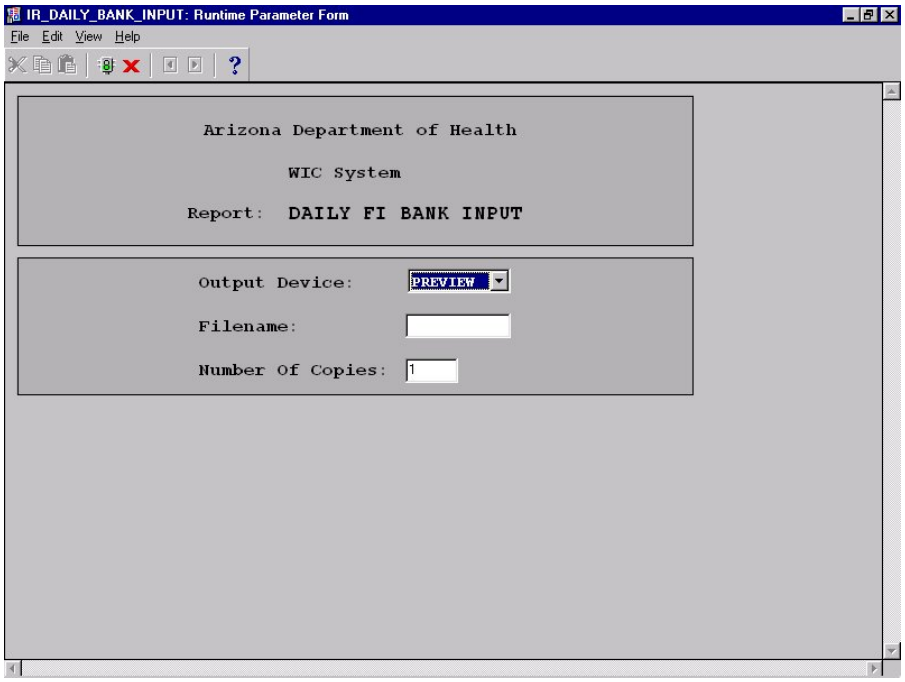
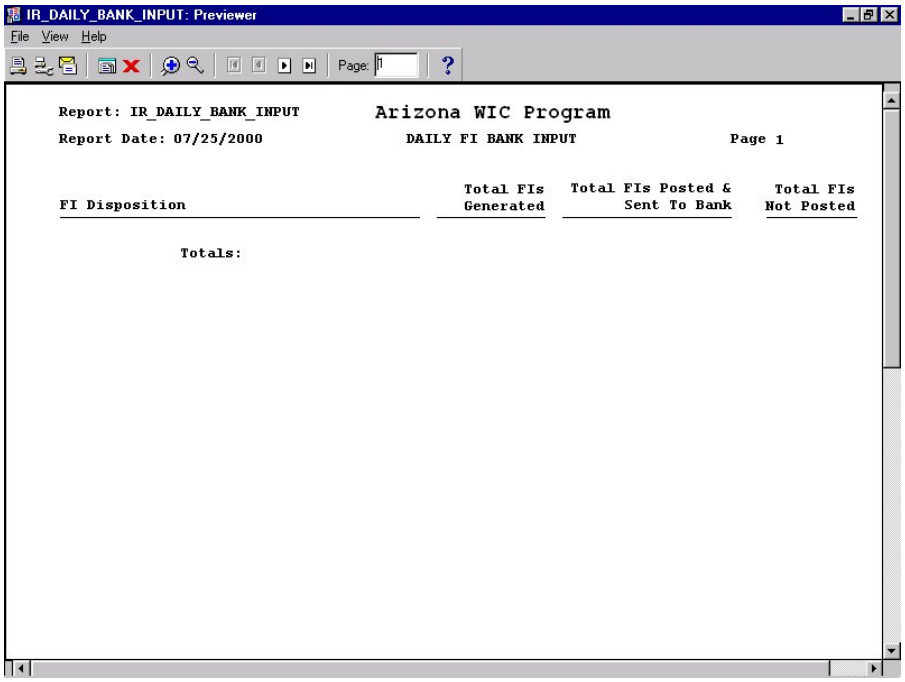


Figure 23 - Daily FI Bank Input Report

Create Daily Food Instrument Bank Input

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. If Display is selected as the output device, click the green light icon to bring up the preview report shown below. Otherwise the report is processed per the output device selected.
5. If, at any time, the user decides not to continue, click the Cancel icon at the top of the parameter window.



Sample FI Bank Input Report

Figure 23 - Daily FI Bank Input Report

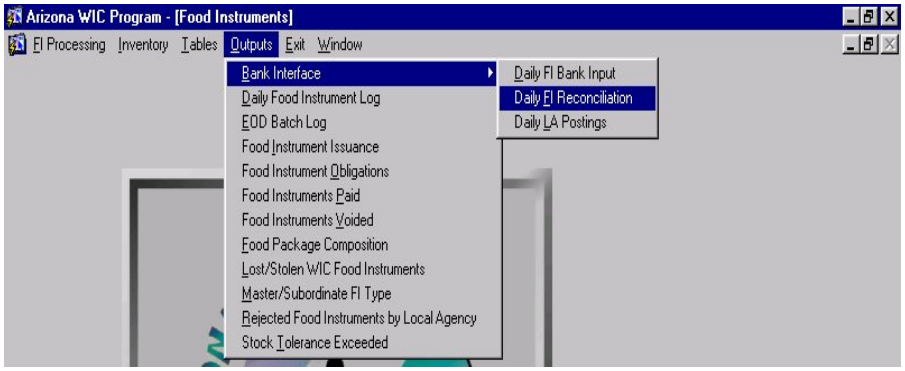
Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Report Daily FI Bank Reconciliation

To Produce a Daily FI Reconciliation Report:

1. Click Outputs on the Food Instrument main menu.
2. Click Bank Interface. The sub-menu is displayed.
3. Click Daily FI Bank Reconciliation as shown below:



The Daily FI Bank Reconciliation parameter window is displayed:

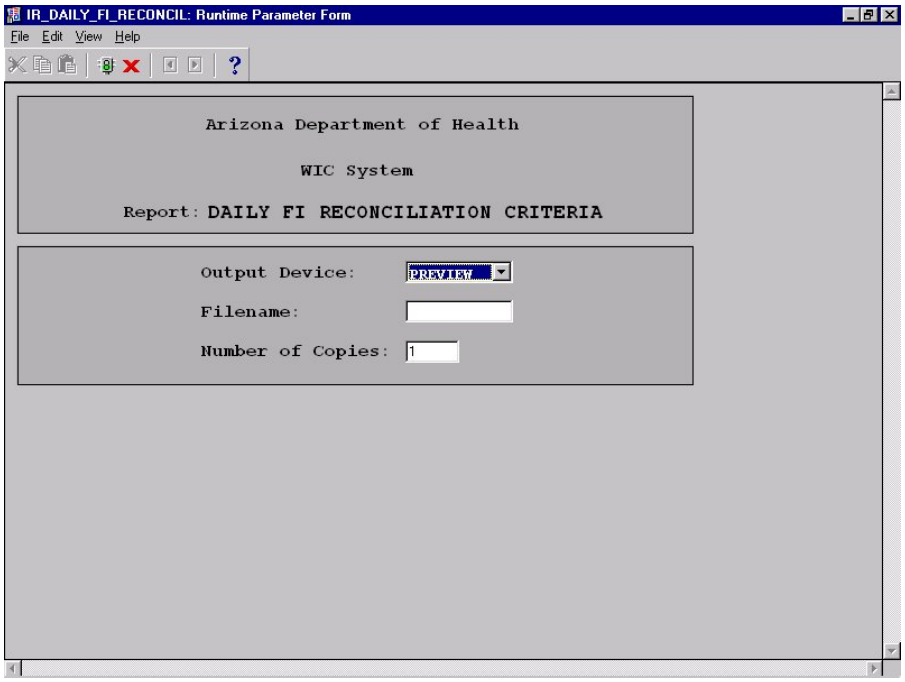
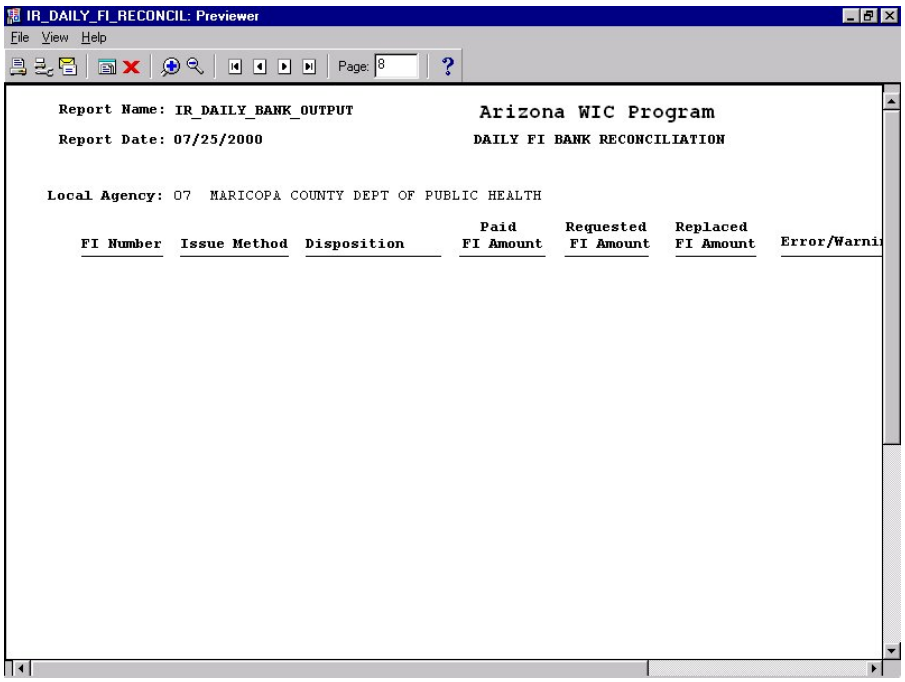


Figure 24 - Daily FI Bank Reconciliation

Produce the Daily FI Reconciliation Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. If Display is selected as the output device, click the green light icon to bring up the preview report shown below. Otherwise the report is processed per the output device selected.
5. If, at any time, the user decides not to continue, click the Cancel button at the top of the parameter window.



Sample FI Reconciliation Report

Figure 24 - Daily FI Bank Reconciliation

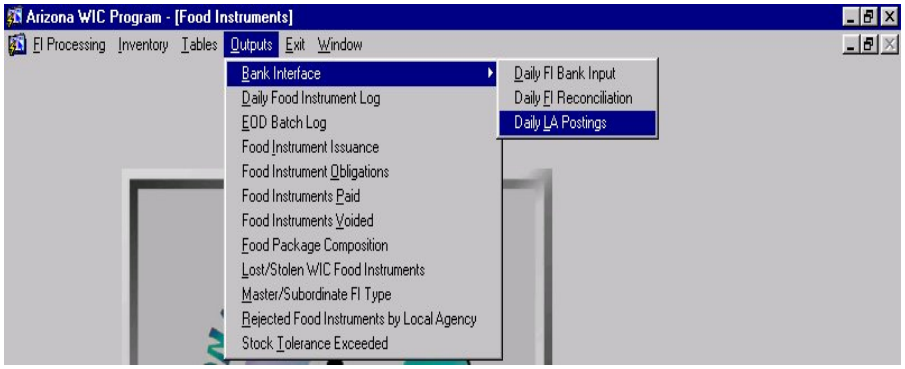
Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.

Report Daily LA Postings

To Produce a Daily LA Postings Report:

1. Click Outputs on the Food Instrument main menu.
2. Click Bank Interface. The sub-menu is displayed.
3. Click Daily LA Postings as shown below:



The Daily LA Postings parameter window is displayed:

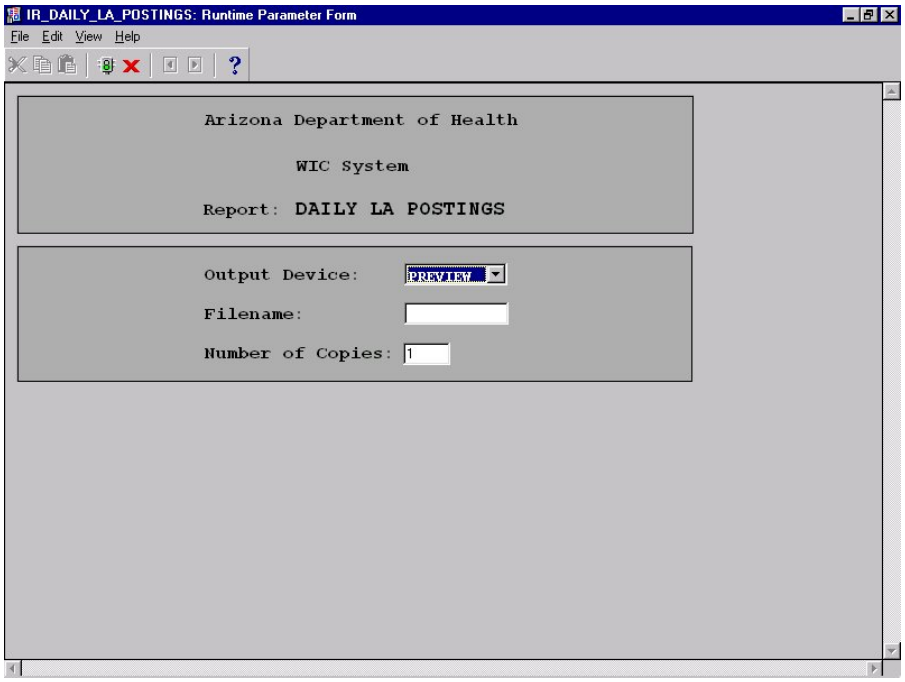
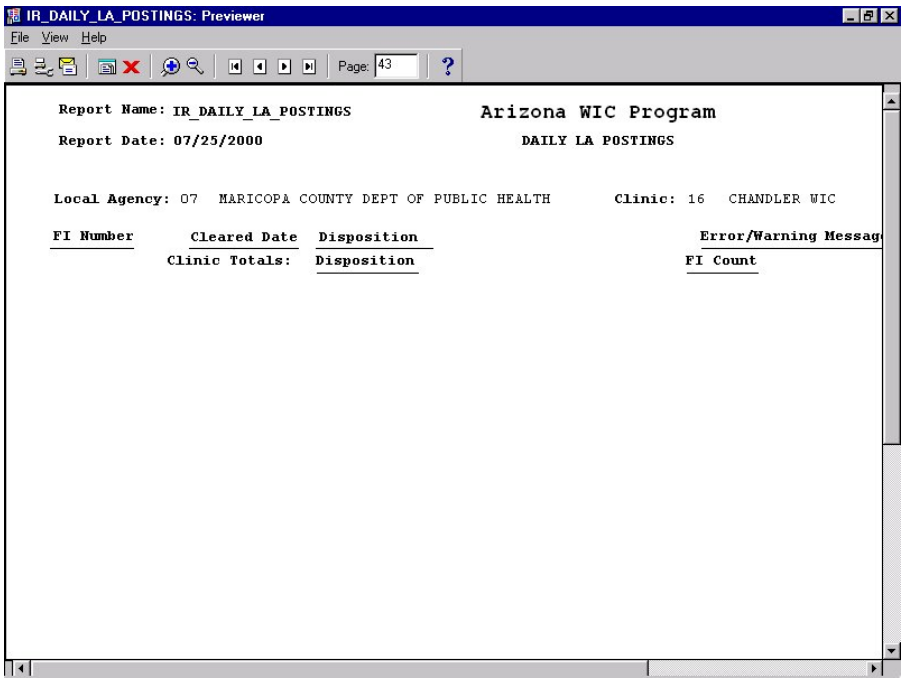


Figure 25 - Daily LA Postings

Produce the Daily LA Postings Report

1. Click the arrow to the right of the Output Device field to show a list of valid values and select the output device at which to print the report by clicking that device name.
2. If the report is to be sent to a file, enter a filename to which the report being generated will be sent.
3. Select the number of copies of the report to print by typing that number in the Copies field.
4. If Display is selected as the output device, click the Run Report icon to bring up the preview report shown below. Otherwise the report is processed per the output device selected.
5. If, at any time, the user decides not to continue, click the Cancel icon at the top of the parameter window.



Sample Daily LA Postings Report

Figure 25 - Daily LA Postings

Fields

Output Device - The user may select (from a drop down list) display (window), file, or printer.
Filename - If file is selected (above), the directory and filename are entered.
Number of Copies - If printer is selected (above), the number of copies desired is entered.

List of Figures

Figure 1 – Food Instruments Splash Screen.....12
Figure 2 – Unvoid Food Instruments.....13
Figure 3 – Maintain Age Ranges.....15
Figure 4 – Maintain Category Groups.....17
Figure 5 – Maintain Container Types.....20
Figure 6 – Maintain Food Groups.....23
Figure 7 – Maintain Food Groups (Food Item Notes Pop-up).....24
Figure 8 – Maintain Food Groups (Food Notes Pop-up).....25
Figure 9 - Maintain Food Groups (Food Distribution Pop-up).....26
Figure 10 - Maintain Late Pickup Standards.....31
Figure 11 - Maintain Maximum Foods.....34
Figure 12 - Maintain Packages.....37
Figure 13 - Maintain Product Types.....40
Figure 14 - Maintain Standard Food Packages.....43
Figure 15 - Maintain Standard Food Packages (Food Package Risk Factors Pop-up Window).....44
Figure 16 - Maintain Standard Food Packages (Package Assignments Pop-up Window).....45
Figure 17 - Maintain Standard Food Packages (Food Distribution Pop-up Window).....46
Figure 18 - Maintain Units of Measure.....50
Figure 19 - Maintain Bank Dispositions.....53
Figure 20 - Maintain Disposition Types.....56
Figure 21 - Maintain FI Reject Reasons.....59
Figure 22 – Maintain Void Reasons.....62
Figure 23 - Daily FI Bank Input Report.....65
Figure 24 - Daily FI Bank Reconciliation.....67
Figure 25 - Daily LA Postings.....69